PC Suite

for Nokia 9110 Communicator

User's Guide

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Notice: The contents of this manual reflect the PC Suite for Nokia 9110 Communicator program at press-time. For information about changes to the software (or system support) that may have occurred since the manual was printed, refer to the Readme file or on-line Help.

Chapter 1 : Before You Begin

This chapter introduces PC Suite for Nokia 9110 Communicator and instructs you on how to get started using the software.

Topics include:

- Introduction to PC Suite for Nokia 9110 Communicator
- System Requirements
- Installing the Software
- Program Icons
- The Opening Screen
- PC Suite Menu Commands
- Shortcut Commands
- Component Icons
- Before Configuration
- The Preferences Dialogue
- Communicator Recognition
- Preparing Your Communicator for a Data Transfer
- Desk Stand Button Settings

Introduction to PC Suite for Nokia 9110 Communicator

PC Suite for Nokia 9110 Communicator is a *suite* of functions that allow for the easy transfer of data between your Nokia 9110 Communicator and the PC applications you rely on most.

- PC Suite's Intellisync® component lets you synchronise your Nokia 9110 Communicator's Contacts, Calendar, and To-do list applications with a host of popular Windows applications.
- The Contacts application provides a PC Contacts file that is compatible, field-for-field, with your communicator's Contacts application.
- The Backup/Restore component lets you back up the data on your Nokia 9110 Communicator for safe keeping, and restore it if need be.
- Import/Export functions import and export Calendar and Contacts files between your communicator and PC.
- The Install/Remove component installs software to and removes software from your communicator.
- File Transfer functions let you select, move, copy, paste, rename, and delete communicator or PC files in a Windows Explorer-type environment.

System Requirements

In order to use PC Suite for Nokia 9110 Communicator, your PC must meet the following minimum system requirements:

- Windows 95, Windows NT 4.0
- IBM-compatible 486 PC or higher
- 15 MB available hard disk space
- VGA monitor or better
- CD ROM drive
- One available serial or infrared port

Installing the Software

Follow these steps to install the PC Suite software on your PC:

1. Insert your CD into your CD ROM drive. The program should launch itself automatically. If it does not, continue following these instructions.

2. Click the Windows **Start** button; then click **Run**.

3. Type **d:\9110.exe** in the command line (substitute the letter "d" with the letter of your CD drive).

4. Press **Enter**.

5. A series of screens is presented. Follow on-screen instructions, and note:

- You are asked to specify the PC COM port you will use to connect your communicator to your PC. If you will be connecting via infrared, check the box labelled **Infrared Port**.

- You are given the option of performing a **Complete** or **Custom** installation. If you choose **Custom**, you are presented with a screen labelled **Select Components**. This screen lists the PC applications supported by the PC suite Intellisync function. Un-checking an application in this screen removes support for that system. (Thus, cutting down on the disk space used by PC Suite.)

> **Note:** If you un-check a PC application in this screen, but later want to restore support for that system, re-install PC Suite and check the application in the Select Components screen. (Don't un-install Intellisync before re-installing.) To avoid losing custom settings (including field mapping) un-check **PC Suite Program Files** in the Select Components screen. A re-installation of the software is the only case in which you should un-check PC Suite Program Files.

When installation is complete, a program group containing a set of PC Suite icons will have been created.

- To access the program group, click **Programs** on the Windows **Start** menu. Then click on **PC Suite for Nokia 9110 Communicator**.

Program Icons

When you install the PC Suite for Nokia 9110 Communicator software, a set of icons is created.

The **PC Suite for Nokia 9110 Communicator** icon accesses the PC Suite opening screen.

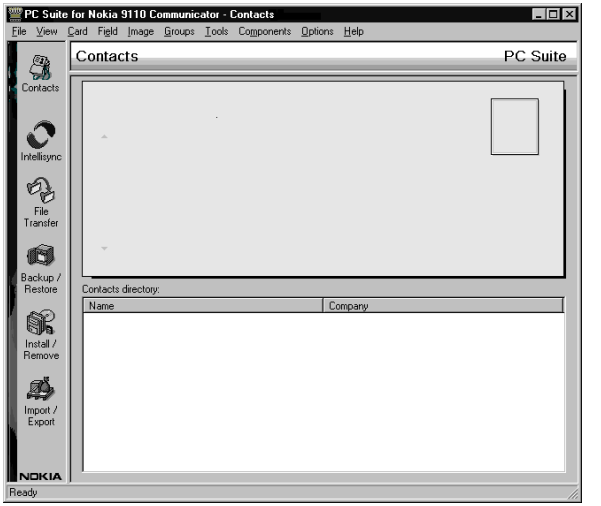
The **Help** icon accesses the on-line Help system.

The **Readme** icon displays a text file containing last-minute information not included in the manual or Help topics.

The **Uninstall** icon can be used to remove the PC Suite software from your PC.

The Opening Screen

Click the **PC Suite for Nokia 9110 Communicator** icon in the PC Suite program group to start the PC Suite software. From the opening screen, all PC Suite components can be accessed via icons or menu commands.



The first time you open the PC Suite application, the Contacts component is open. Thereafter, the last-visited PC Suite component is open when you start the software.

PC Suite Menu Commands

Each PC Suite component displays its own set of command menus at the top of the screen. Refer to the component-specific sections of this manual for information on the menus that apply to each component.

Shortcut Commands

Most PC Suite commands that are executed by mouse-clicking on a button or menu item can also be initiated from your keyboard. Simply hold down the Alt key and press the letter that is underlined in the button or menu item.

Component Icons

Component icons are located on the left side of the PC Suite opening screen. These work as follows:

Note that you can "drag and drop" component icons to re-order them on the PC Suite screen.

The **Contacts** icon starts the Contacts application, which installs with PC Suite to provide field-for-field compatibility with your Nokia 9110 Communicator's Contacts application.

The **Synchronise** icon accesses the Intellisync component, which synchronises, imports, or exports data between records in your communicator and PC application.

The **Import/Export** icon accesses the PC Suite Import/Export function, which transfers Calendar and Contacts files between your communicator and your PC.

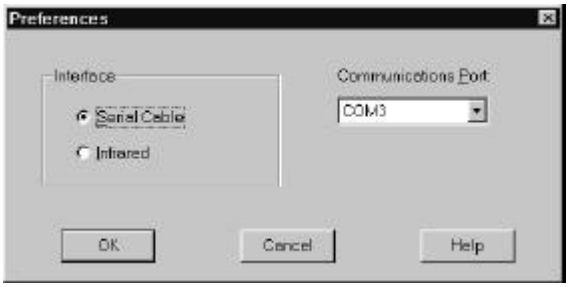
The **Backup/Restore** icon accesses PC Suite's Backup and Restore functions, which can be used to backup and, if need be, restore, the data on your Nokia 9110 Communicator.

The **Install/Remove** icon accesses PC Suite's Install/Remove component, which can install software to, and remove software from, your Nokia 9110 Communicator's main memory or memory card..

The **File Transfer** icon displays a Windows Explorer-type dialogue that lets you cut, copy, paste, and move files between your communicator and your PC.

The Preferences Dialogue

Selecting the **Preferences** command from the PC Suite Options menu displays the **Preferences** dialogue. Before using PC Suite, make sure the settings in this dialogue are configured correctly.



- Select the radio button labelled **Serial Cable** if you are using a serial cable to connect your communicator to your PC.
- Select **Infrared** if you are using infrared communication.
- The **Communications Port** setting specifies the COM port you are using to connect your communicator to your PC. If you are using infrared, make sure you specify the port that is assigned for infrared connection.

Communicator Recognition

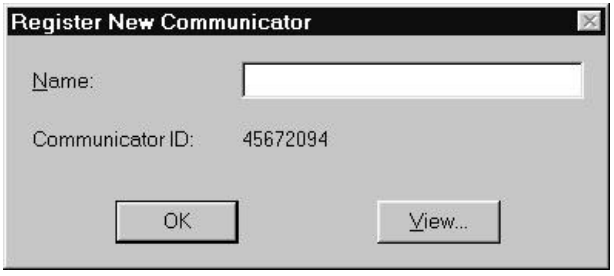
PC Suite functions allow you to configure operations—for example, Backup and Intellisync Synchronisations—for multiple communicators.

Because each Nokia 9110 Communicator has a *unique ID* number, PC Suite for Nokia 9110 Communicator has the ability to recognise individual communicators when they are connected to your PC.

To configure an operation for a *particular* communicator, you simply connect the communicator to your PC (or establish an infrared connection) and configure an operation. Thereafter, any time you connect *that* communicator and give a PC Suite command to run a configured operation, PC Suite recognises the communicator and runs the operation defined for that communicator.

Naming your Communicator

The very first time you connect a particular communicator to your PC—whether by serial cable or via infrared—PC Suite asks you for a ***Name*** to associate with the communicator.

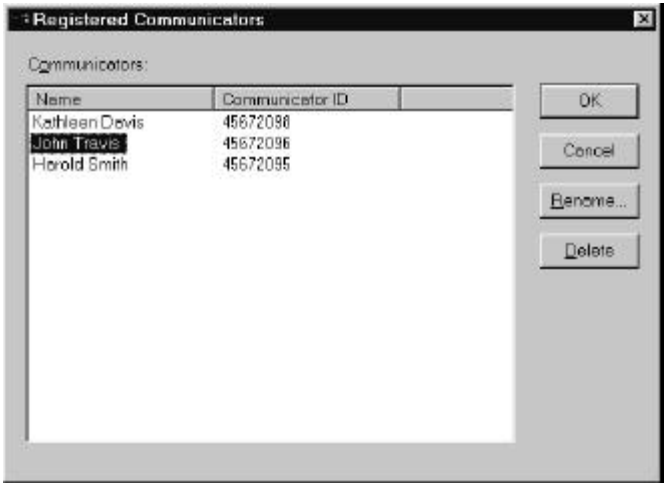


Assigning a name to each communicator allows PC Suite to associate each communicator (and the operations that are configured for that communicator) with a value that is more easily recognised than the communicator's ID number.

Pressing the **View** button in this prompt displays the "Registered Communicators" dialogue, which lists the communicators, if any, that have been connected and named.

This dialogue can be used to rename a communicator, or delete a communicator from the list of recognised communicators.

Deleting a communicator name in this dialogue deletes all files and settings associated with that communicator.



Note: The Registered Communicators dialogue can also be accessed from the Options menu.

Preparing Your Communicator for a Data Transfer

Refer to **"The Preferences Dialogue"** in this chapter for information on the PC Suite COM port setting.

PC Suite data transfer operations can occur via serial cable or infrared connection.

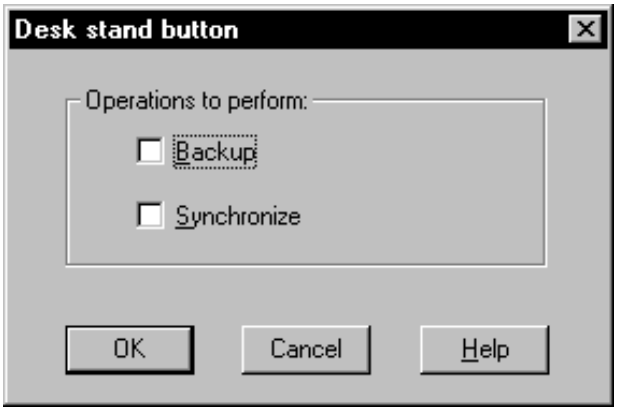
To prepare your communicator for a data transfer via serial cable: Connect your serial cable to your communicator and to the appropriate PC COM port. If you are using a desk stand, place your communicator in its desk stand with the desk stand serial cable connected to your PC COM port.

To prepare your communicator for a data transfer via infrared: Press the **System** button on your communicator. Select **IR activation** on the System menu. Then point your communicator at your PC infrared port or adapter.

Desk Stand Button Settings

If you use a desk stand, you can program the desk stand synchronisation button to run the currently configured **Backup** and/or **Synchronise** operation whenever the program is active.

Click **Desk Stand Button Settings** in the Options menu to display the following dialogue:



This dialogue contains check boxes labelled **Backup** and **Synchronise**. Neither is checked by default.

- Check **Backup** if you want the desk stand synchronisation button to run the currently configured Backup operation.
- Check **Synchronise** if you want the desk stand synchronisation button to run the currently configured Intellisync operation.

If you check both **Backup** and **Synchronise**, both operations are performed when you click the desk stand synchronisation button, with the Backup operation occurring first.

Click **OK** to save your selection(s) and exit the dialogue. Clicking **Cancel** exits the dialogue without saving.

Chapter 2 : The Contacts Application

PC Suite for Nokia 9110 Communicator's Contacts component lets you create, edit, and update contact cards like those on your Nokia 9110 Communicator, and transfer them between your PC and your communicator.

Topics in this chapter include:

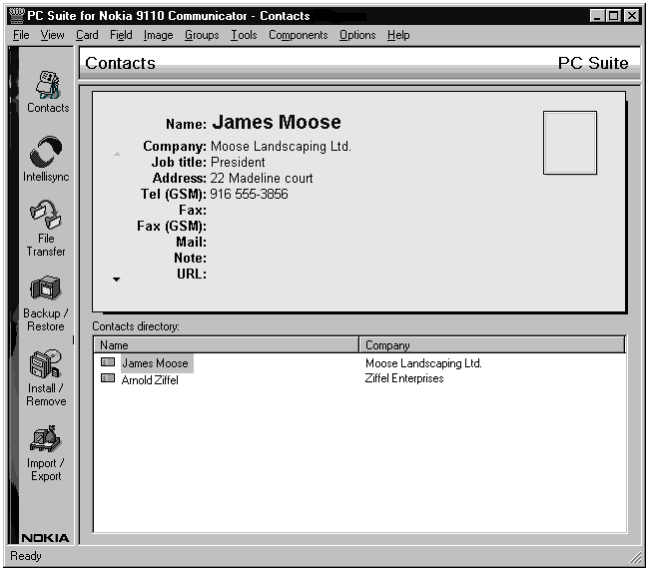
- Using the Contacts Application
- The Contacts Main Screen
- Opening and Saving a Database
- Creating a Contact Card Template
- Adding Contact Cards
- Card Menu Commands
- Editing Contact Cards
- Editing Contact Card Fields
- Adding Pictures to Contact Cards
- Creating and Editing Contact Groups
- Finding and Filtering Contact Information
- Importing Records from Another Database
- Updating *to* your Communicator
- Updating *from* your Communicator
- Synchronising your Contacts
- Contacts Menu Commands

Using the Contacts Application

PC Suite for Nokia 9110 Communicator's Contacts application lets you create, edit, and update contact cards like those on your Nokia 9110 Communicator, and transfer them between your PC and your communicator.

The Contacts Main Screen

To access the Contacts application, click on the Contacts icon in the PC Suite opening screen.



To sort cards alphabetically by name, click on the **Name** heading in the lower part of the screen.

Clicking the Name heading toggles between alphabetical and reverse-alphabetical order.

To sort records similarly by Company, click the **Company** heading.

The Contacts main screen contains two windows. The lower window contains all the contact cards in the selected database. The top window shows the open contact card.

To open a contact card, click on a Contact name in the lower window.

Opening and Saving a Database

When you save a database, attached .JPG and .BMP image files are saved in a sub-directory. (Both .JPG and .BMP images saved in this sub-directory are converted to 16 bit grey scale JPEG format files.)

To create a new Contacts database, or open an existing database, click **Open** on the File menu and specify a database name and location. Use **File/Save** or **File/Save As** to save the current database.

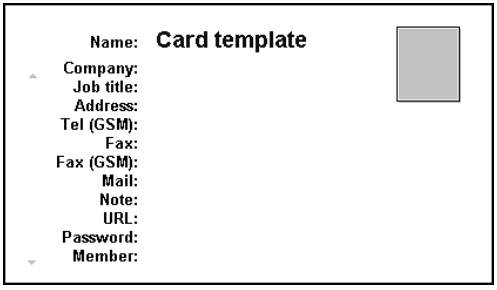
Creating a Contact Card Template

Before you start creating Contact cards, you may want to alter the default Contact card template.

Follow these steps to create a template for the Contact cards you will create in Contacts:

Changing the Contact card template does not affect the form of existing cards.

1. Open the **Card** menu at the top of the Contacts main screen, and select **Template** to display the default Contact card template.



Note that menu options are sometimes disabled in the Field menu. For example, when the **Name** field is selected, *Change Label* and *Delete* are not available because you are not allowed to delete or rename the Name field.

2. In this template, you can *add* fields, *rename* fields, or *delete* fields from the default template. Simply select a field in the template and open the **Field** menu.

Field menu options include **Change Label**, **Add**, and **Delete**.

When the template is as you want it, you are ready to add new Contact cards to Contacts.

Adding Contact Cards

Follow these steps to create a new Contact card:

1. Click **Card** to open the Card menu.
2. Click **New**. This displays an empty Contact card (based on the current template) in the top window.
3. Fill out the card. Use the Enter key or up and down arrow keys to move between fields in the card template. (Note that as soon as you enter a Name value and move to another field, the new Contact card appears in the lower window.
4. Repeat these steps for each card you want to create.
5. To save the new cards you've created, use the **File/Save** command.

Card Menu Commands

As described, the Template and New commands on the Contacts Card menu let you create a Contact card template and create new cards using the current template.

The complete set of Card menu commands is as follows:

- **New:** Lets you create a new Contact card.
- **Delete:** Deletes the open Contact card, or the Contact card selected in the Contacts directory portion of the screen.
- **Duplicate:** Copies the currently selected Contact card.
- **Copy Contents:** Copies the contents of the currently selected card to the Windows clipboard.
- **Template:** Displays the current Contact card template.

Editing Contact Cards

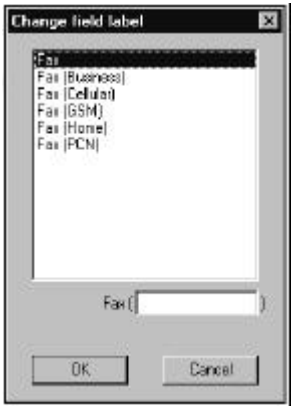
Editing Contacts cards in the Contacts application is easy. Simply select the card you want to edit, select the field whose value you want to change, and re-type the value.

Editing Contact Card Fields

You can also use the Field menu to edit the **fields** list for a particular card. Field menu commands include **Change Label**, **Add**, and **Delete**.

Changing a Field Label

The **Change Label** command on the Field menu lets you change the current field label to a label selected in a displayed list.



Note the text entry field at the lower right corner of list box. Typing a value here adds a parenthetical to the value selected in the list.

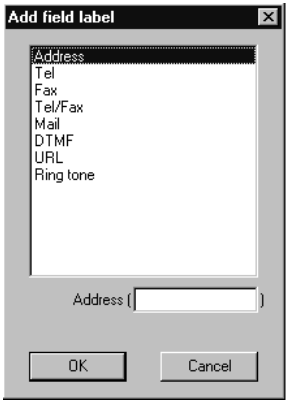
When you've specified the field label you want to use, click **OK** to redisplay the Contact card.

Note that you cannot change some field labels (e.g., Name, Company). When such fields are selected, the Change Label menu option is disabled.

Adding a Field

The Add command on the Field menu lets you add fields to the open Contact card. When you give the Add command, a list of fields displays.

See “The Add Field Labels List,” next, for more information on the list of fields that you can select.



Note the text entry box at the lower right corner of the Add field dialogue. Typing a value here adds a parenthetical value to the field selected in the list—for example, Address (Business).

Once you’ve selected a field in this list, click **OK** to add the field to the open Contact card. Clicking **Cancel** exits without adding a field.

The Add Field List

The **Add** Field List contains the following fields:

Company	The name of the company where the contact works.
Job title	The job title of the contact.
Address	The address of the contact.
Tel	The telephone number of the contact.
Fax	The fax number of the contact.
Tel/Fax	If the contact has one phone number for both the telephone and the fax machine, write the number here.
Mail	The e-mail address of the contact.
DTMF	The DTMF (dial tone message format) string needed for communicating with the contact.
Note	You can add important information such as birthday or office hours in this field.
URL	The WWW address of the contact.
Password	The calendar booking password of the contact.
Ringing tone	The individual ringing tone set for the contact in the Nokia 9110 Communicator. Note that if you set an individual ringing tone to one that does not exist on the communicator, the default tone is played.
Member	The group(s) in which the contact is a member.

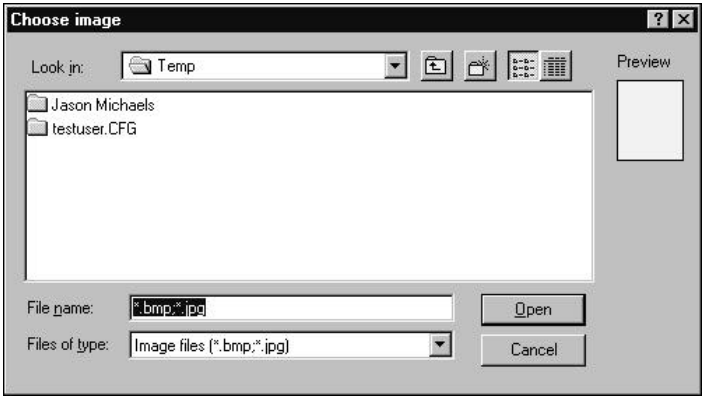
Deleting a Field

To delete a field from the open Contact card, highlight the field and give the File/Delete command.

Adding Pictures to Contact Cards

The Contacts application lets you add pictures to your Contact cards. A picture must first be stored on the PC in the .JPG or .BMP format.

To add a picture to the open Contact card, click on the picture frame at the upper right corner of the Contact card, or click **Image** and select **Add**. This displays a Choose Image dialogue.



In this dialogue, use standard Windows file location methods to find the file containing the picture you want to use. To select the picture file, highlight the filename and click **Open**. Then click **OK** to add the picture to the card.

If you want to add just a section of a picture to the card, use your mouse to select a rectangular portion of the picture before clicking the **OK** button.

Removing Pictures from Contacts Cards

To remove a picture from the opened contact card, click **Image** and select **Delete**.

Creating and Editing Contact Groups

By default, Contact cards have a **Member** field. This field allows you to specify a group that the contact belongs to.

When you place the cursor in the Member field, a Select Group dialogue is displayed, listing the groups that are currently defined. To select from this list, highlight a group name and click **OK**.

To add to or change the Contact Group list, open the **Groups** menu and select **Edit**. This displays the Contact Group

dialogue.

- **To add a new group to this list:** Click the **New** button and type a new Group name when prompted. Then click **OK**.
- **To assign a group in this list to the open Contact card:** Highlight the group name and click **Select**.

- **To remove a group from the Contact Group list:** Highlight the Group name and click **Delete**.

Finding and Filtering Contact Information

The Contacts application's Tools menu contains commands that let you find and filter Contacts information.

Finding a Contact

To quickly find a Contact card, you can search for any text string using the Find command on the Tools menu.

Open the Tools menu and click **Find**. Then enter a string to be searched for.

When the string is located, the cards are resorted, and the Contact card containing the string is moved to the top of the list and displayed. If the string occurs in more than one card, additional cards containing the specified string are listed immediately below the displayed card.

Getting Contact Information

Giving the **Contact info** command on the Tools menu displays a dialogue containing general information about the currently open database—e.g., the number of records, the number of defined groups, etc.

Filtering Contacts into a New Database

The **Filter** command on the Tools menu is an efficient and versatile tool for filtering contacts from a large database into another database.

You can create search criteria row by row, and you can control the relationships between the criteria with the logical operators AND, OR, and NOT, and with parentheses. You can add as many search criteria as you want.

Search Criteria

At its simplest, a search criterion can be as follows:

Field = text

To create a search criterion, you select the name of a Contact card field from the Field list, and type in some text. For example:

Company = Bankers Ltd.

The text field is case insensitive; that is, capital and lower-case letters are treated equally.

With this search criterion, all Contact cards that have **Bankers Ltd.** in the Company field would be fetched from the database.

You can also add wildcards (**?**) and (*****) into the text criterion.

? corresponds to any single character. For example:

Name = ?im

finds all Contact cards in which the Name field begins with any character and ends with *im* (i.e. Kim, Tim, etc.).

***** corresponds to any string of characters. For example:

Company = Bank*

searches for Contact cards in which the Company field begins with *Bank* (i.e. Bankers Ltd., Banking, BankSaving).

You can also select an asterisk (*****) as the Contact field. For example:

*** = Bank***

finds Contact cards in which any field begins with *Bank*.

Using the Logical Operators

The logical operators NOT, AND, and OR allow you to create more complex filters.

- **NOT** negates the search criterion. For example:

  NOT Company = Bankers Ltd.

  searches for all Contact cards in which the Company is **not** *Bankers Ltd*.

- **AND** joins two search criteria together, so that both of them apply to the search. For example:

  Name = James
  AND Company = Bankers Ltd.

  finds all Contact cards in which the Name is *James* and the Company is *Bankers Ltd*.

- **OR** joins two search criteria together, but only one of them needs to be true for a Contact card to be selected. For example:

  Name = James
  OR Company = Bankers Ltd.

  searches for Contact cards in which the Name is *James* or the Company is *Bankers Ltd*.

Using Parentheses

Using parentheses, you can combine search criteria. For example:

Name = James
AND (Company = Bankers Ltd. OR Company = Global Air)

finds all the contacts named *James* who work either for *Bankers* or *Global Air*.

Note: The closing parenthesis is selected in the input field located on the far right of the Filter contacts dialogue. Note, however, that it only becomes available when a starting parenthesis is selected.

To Use Filtering

When you open the Filter contacts dialogue, the first row gives an example of a search criterion:

Name = *

This matches all Name fields in the database. Edit this sample criterion using the following steps. Then add additional criteria as needed.

To edit or create a criterion:

Parentheses can be added to filters using the second and last input fields.

1. If necessary, select a logical operator on the far left. In the first row, you can only select NOT.
2. In the Field column, select a field or a wildcard character.
3. Enter text (and/or wildcards) in the text input field.

To create new search criteria, use the **Insert** key. Remove existing ones with the **Delete** key.

Executing the Filter

The open database is the source file from which records will be filtered. To open a different database, click the **Browse** button and select a new file.

Click the **Filter** button to perform the filtering operation. When the filtering is complete, the results, displayed in a separate window, can be saved.

Note that if you save the filtered records to an existing file, the contents of the file are overwritten (you are prompted to confirm the overwrite).

Note: Pictures (.JPG or .BMP files) are saved in a Contact images subfolder of the database you save.

Importing Records from Another Database

The Contacts application lets you add records from one Contacts database into another. Simply give the **Import from file** command on the File menu and specify a file. The records (including images) in the file you choose will be added to the open database.

Updating *to* your Communicator

Refer to "Synchronising Your Contacts" later in this chapter for more information on how the "Update" commands work.

The Contacts application's File/Update *to* Communicator command updates your communicator with records from the open database. That is, records in the open database that are not already contained in your communicator are added to the communicator.

Follow these steps:

1. Start Contacts and open the Contacts database that contains the records you want transferred to your communicator.
2. Connect your communicator to your PC COM port or establish an infrared connection.

   If you're prompted to do so, enter a name for your communicator.
3. Open the File menu and click **Update to Communicator**.

Updating *from* your Communicator

The Contacts application's File/Update *from* Communicator command updates the open Contacts database with records from your communicator. That is, records in your communicator that are not already contained in the open database are added to the database.

Follow these steps:

1. Start Contacts and open the database that you want updated.
2. Connect your communicator to your PC COM port or establish an infrared connection. If you're prompted to do so, enter a name for your communicator.
3. Open the File menu and click **Update from Communicator**.

Synchronising your Contacts

If you were to give the **Update to Communicator** and **Update From Communicator** commands one after the other, each of your systems would contain the same set of Contact records. However, synchronising records in this fashion can result in the creation of “duplicate” records.

Why? During the updating process, records in your two systems are compared. If a record in the system you are updating from is not *identical*, field for field, to a record in the other system, it is transferred. This means, for example, that if each of your systems has a Contact card for John Johansen, but the phone numbers in the two cards are different, a *duplicate* card (containing a different phone number) is created in the target system when you give the “Update” command.

If you want to synchronise your Contact records and avoid the possibility of creating duplicate records, use the Intellisync synchronisation function described in Chapter 3.

Contacts Menu Commands

FILE	
Open	*Opens a Contacts database.*
Save	*Saves the open database.*
Save As	*Saves the open database to a given location.*
Import from file	*Imports records from another file into the open database.*
Update to communicator	*Updates communicator with records in the open database.*
Update from communicator	*Updates the open database with Contact records from your communicator.*
Exit	*Exits PC Suite.*

VIEW	
Status Bar	*Toggles status bar on and off.*

CARD	
New	*Creates a new Contact card.*
Delete	*Deletes the open Contact card.*
Duplicate	*Copies the open Contact card.*
Copy Contacts	*Copies the contents of the open card to the Windows Clipboard.*
Template	*Lets you change the default Contact card template.*

FIELD	
Change label	*Lets you change the selected field label.*
Add	*Lets you add a field to the open Contact card.*
Delete	*Deletes the field selected in the open Contact card.*

IMAGE	
Add	*Lets you add a picture to the open Contact card.*
Delete	*Deletes the picture from the open card.*

GROUPS	
Edit	*Lets you edit the Groups list.*

TOOLS	
Find	*Lets you find a Contact card containing a given string.*
Contact Info	*Shows you how much data is in the open database.*
Filter Contacts	*Lets you conduct an advanced search of the open database, and save "matching" records to another database.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

OPTIONS	
Desk Stand Button Settings	*Displays desk stand button options.*
Registered Communicators	*Lists the communicators that have been connected and named.*
Preferences	*Displays the Preferences Dialogue.*

HELP	
Contents	*Displays on-line Help Contents.*
Commands	*Displays command information.*
Using Help	*Accesses Help for on-line Help.*
About PC Suite	*Displays "About PC Suite" dialogue.*

Chapter 3 : Intellisync

Intellisync's Synchronisation function compares records in your Nokia 9110 Communicator to records in your PC application. It then makes whatever changes are necessary in each system to ensure that each contains the same up-to-date information.

This chapter explains how Intellisync works, and guides you, step-by-step, through the process of running your first synchronisation.

Sections include:

- Quick Start Tutorial
- Intellisync Advanced Settings Dialogues
- Intellisync Special Topics
- Intellisync Glossary
- Intellisync Menu Commands

Quick Start Tutorial

Refer to "Synchronisation and History Files" under "Intellisync Special Topics" for information on how synchronisation is achieved.

See "Importing and Exporting Data" in "Intellisync Special Topics" for information specific to Intellisync Import and Export operations.

Refer to "Communicator Recognition" in Chapter 1 for information on how you can use PC Suite for Nokia 9110 Communicator with multiple communicators.

This "Quick Start" tutorial describes the most basic Intellisync dialogues, and guides you through the process of setting up and running your first Intellisync synchronisation. For information about Intellisync "Advanced Settings," refer to "Intellisync Advanced Settings Dialogues" later in this chapter.

Note: For simplicity, this tutorial emphasises **synchronisation.** However, the steps shown here can also be used to configure Intellisync **imports** and **exports** of data. The only difference is in the choice of a button in the Intellisync Choose Translator dialogue.

Synchronising Data

Intellisync is designed to simplify the synchronisation of data between your communicator and your PC. Synchronisation can be accomplished with little more than the press of a button. Before you can execute an operation for the first time, however, you must configure the operation you want to perform.

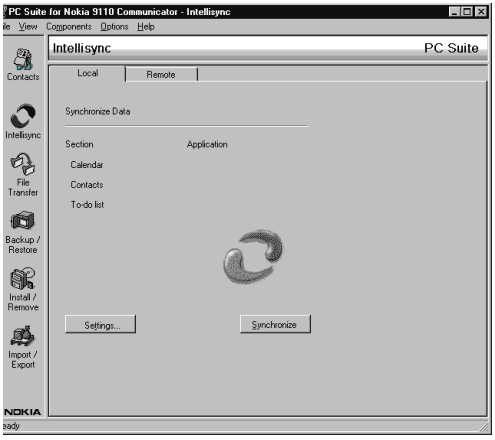
Once you have set up your configuration parameters for a particular communicator, you never need to configure again unless you want to change the nature of the operation.

Before starting this tutorial, read **"Intellisync Address Formats"** under "Intellisync Special Topics" in this chapter.

Follow these steps to set up and perform your first synchronisation:

1. Click the PC Suite for Nokia 9110 Communicator icon in the PC Suite program folder to display the PC Suite opening screen.

2. Click the Intellisync icon on the opening screen to access



Intellisync. The Local tab is selected by default.

3. Connect your communicator's serial cable to the appropriate PC COM port. (If you're using a desk stand, place your communicator into its desk stand.) If you're using infrared, establish an infrared connection between your communicator and PC.

If you're prompted to do so, enter a name for your communicator.

4. Click the **Settings** button.

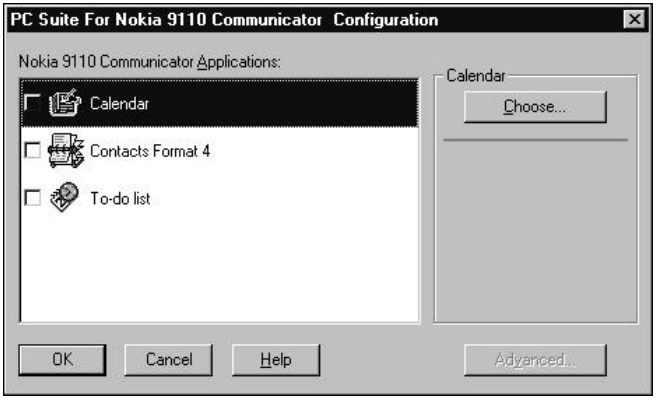
Refer to **"Remote Synchronisation"** under "Intellisync Special Topics" for information about performing remote synchronisations.

5. You may be presented with a dialogue containing the tabs **Format** and **File**. This dialogue only displays the first time you configure an operation for a particular communicator. (Thereafter you can change settings in this dialogue using the Contacts command on the Options menu.)

- In the **Format** tab, select the address format that you are using for addresses in your communicator (see margin note).
- In the **File** tab, indicate if you want to synchronise Contacts on the communicator's main memory, or on the Memory card. If you choose the latter, specify the file you want synchronised.

Refer to "Address Formats" under "Intellisync Special Topics" for complete information on selecting an Address Format—including what you should do if none of the formats correspond to the formatting of your data.

When you've made your selections, click **OK** to display the Configuration dialogue.

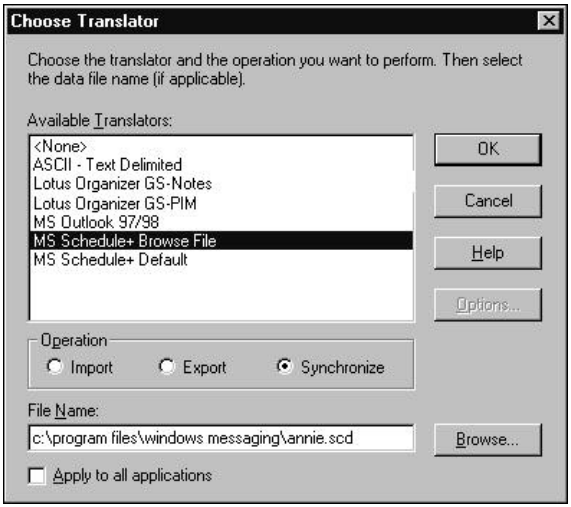


The Configuration dialogue contains an "Applications" list containing your communicator's Calendar, Contacts, and To-do list applications.

6. Click on the Nokia 9110 Communicator application you want to configure.

7. Click **Choose** to enter the Choose Translator dialogue.

This dialogue lists all the PC applications that are compatible with the Nokia 9110 Communicator application you selected.



When it's present, checking the **Apply to all applications** check box at the bottom of the Choose Translator dialogue configures all compatible Nokia 9110 Communicator "applications" with the PC application and file you selected. If all of the data you want synchronised is in a single file or folder, check this option to configure all of your communicator's applications at once.

8. Specify the application and (if necessary) the file you want to synchronise. (Use the **Browse** button for file selection to avoid making typos when typing in complicated paths.)

For information about Options dialogue settings, click the **Help** button and refer to the **Supported Systems** on-line Help topic for the PC application you are using.

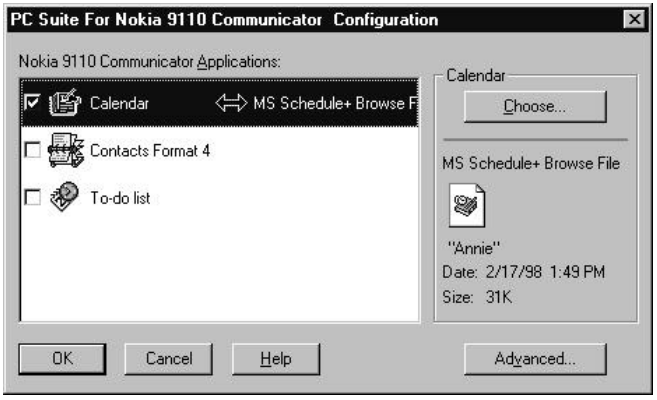
Notes:

- If you are synchronising with Outlook, you will specify a folder instead of a file. Use the **Browse** button for folder selection.
- If you are synchronising with Schedule+ 7.0, you must select **Schedule+ Default** (you do not need to specify a file; the open or last used file is used by default). If you are using Schedule+ 7.0a or 7.5, you can select either **Schedule+ Default** or **Schedule+ Browse File**. However, if you want to select a file, you must select **Schedule+ Browse File**. Otherwise the open or last used file is selected automatically.

9. If necessary, select the operation you want to perform. **Synchronise** is normally selected by default. (Synchronise is not supported for ASCII - Text Delimited.)

10. If the **Options** button is enabled, click it. This accesses special application-specific settings that apply to the selected PC application. If necessary, adjust settings in the Options dialogue. Then click **OK**.

11. Click the **OK** button in the Choose Translator dialogue to return to the Configuration dialogue.

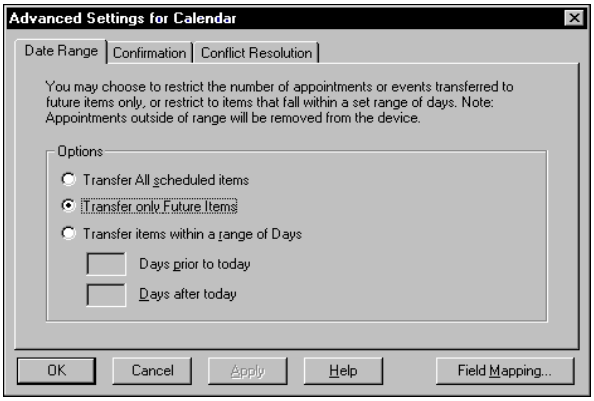


Now the PC application you selected appears next to the communicator's application name, and a two-way arrow appears between the application names. (A one-way arrow appears if you selected Import or Export.)

Note the check box adjacent to the highlighted applications. By default, this box is checked, indicating that the data is activated for synchronisation. (If you un-check this box, the data will not be synchronised.)

Refer to "Intellisync Advanced Settings Dialogues" later in this chapter for information on "Advanced" settings.

12. To review or alter settings or field mapping for a particular application, select the **Advanced** button to access the Intellisync Advanced Settings dialogue. (Intellisync provides default values for all "Advanced" settings.)


Advanced Settings for Calendar
Date Range
Confirmation
Conflict Resolution
You may choose to restrict the number of appointments or events transferred to future items only, or restrict to items that fall within a set range of days. Note: Appointments outside of range will be removed from the device.
Options
Transfer All scheduled items
Transfer only Future Items
Transfer items within a range of Days
Days prior to today
Days after today
OK
Cancel
Apply
Help
Field Mapping...

13. When you're ready to exit the Advanced Settings dialogue, click **OK** or **Cancel.**

14. Repeat steps 6 through 13 for each Nokia 9110 Communicator application you want to synchronise (not necessary if you checked **Apply to all applications** in the Choose Translator dialogue).

Refer to "The Conflict Resolution Tab" under "Intellisync Advanced Settings Dialogues" for information on how to resolve data conflicts during synchronisations. See "The Confirmation Tab" in the same section for information on the confirmation prompt.

15. When you're ready to perform the operation, click the **OK** button at the bottom of the Configuration dialogue.

16. Click the **Synchronise** button on the Intellisync opening screen.

17. If prompted, resolve data conflicts.

18. A confirmation prompt appears, showing you how many adds, changes, and deletes will be applied to each of your systems if you proceed with the operation. Click **Accept** to proceed, or **Cancel**.

Intellisync History Files

For each set of data you synchronise, a **history file** is used to determine the changes that must be made in each of your systems in order to achieve synchronisation. This file is ***created*** by the first synchronisation of the data. Therefore, a "first- run" synchronisation is different from (and may take longer than) subsequent synchronisations. A first-run synchronisation simply merges the contents of your two systems. The Conflict Resolution setting in the Advanced Settings dialogue is used to resolve conflicts between the systems.

See "The Conflict Resolution Tab" under "Intellisync Advanced Settings Dialogues" for information on the Conflict Resolution setting.

For information on how history files are used in the process of synchronisation, see "Synchronisation and History Files" under "Intellisync Special Topics."

Re-Running the Operation

If you use a desk stand with your communicator, refer to "Desk Stand Button Settings" in Chapter 1 for information on how you can program your desk stand synchronisation button to execute the currently configured Intellisync operation.

Now that you have configured a synchronisation, re-executing the operation is basically a one-step operation. To re-run the operation, simply prepare your communicator for synchronisation and click the **Synchronise** button on the Intellisync opening screen.

Taskbar Synchronisation

To run a synchronisation from the taskbar, simply click on the program icon on the taskbar, press the right mouse button, and select **Synchronise** from the pop-up menu.

Synchronisation Notes:

- Refer to "The Filters Tab" under "Intellisync Advanced Settings Dialogues" for information about filtering records for synchronisation.
- During Intellisync transfers of data between your communicator and the Contacts application, pictures attached to Contacts cards are ignored. Use PC Suite File Transfer commands to transfer .JPG and .BMP files between your communicator and PC.
- Some PC applications have to be running during synchronisations. If you are synchronising with one of these applications, you may see Intellisync open the application during the operation. (Refer to the Supported Systems section of on-line Help for information about whether or not the system you're using needs to be open or closed during data transfers.)
- Data can be transferred between records in your communicator and your PC applications because fields in the two systems are "mapped" (linked). Intellisync provides default "field mapping," but you may want to alter mapping to re-direct (or prevent) the flow of data. Refer to "The Field Mapping Dialogue" under "Intellisync Advanced Settings Dialogues" for complete information.
- Once you have synchronised a particular set of data, changing field mapping causes the next synchronisation of that data to be, in effect, a first-run synchronisation. Refer to "Intellisync History Files" and "Synchronisation and History Files" in this chapter for an explanation of *first-run* synchronisations.
- When you synchronise a Nokia 9110 Communicator application, it is automatically synchronised with all sections in the selected PC application that are compatible with that application.
- For information about how to perform synchronisations remotely, see "Remote Synchronisation" under "Intellisync Special Topics."

Intellisync Advanced Settings Dialogues

When you run a synchronisation, the operation is affected by settings contained in a set of Intellisync "Advanced Settings" dialogues. This section describes these dialogues.

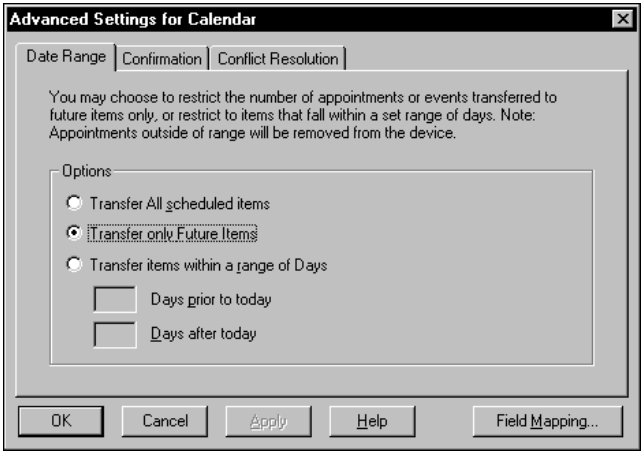
Topics include:

- Advanced Settings Tabs
- The Field Mapping Dialogue

Advanced Settings Tabs

Refer to the Quick Start Tutorial for information on the Intellisync **Configuration** and **Choose Translator** dialogues.

When you click the **Advanced** button in the Intellisync Configuration dialogue, the tabbed **Advanced Settings** dialogue for the selected Nokia 9110 Communicator application appears.


Advanced Settings for Calendar
Date Range
Confirmation
Conflict Resolution
You may choose to restrict the number of appointments or events transferred to future items only, or restrict to items that fall within a set range of days. Note: Appointments outside of range will be removed from the device.
Options
Transfer All scheduled items
Transfer only Future Items
Transfer items within a range of Days
Days prior to today
Days after today
OK
Cancel
Apply
Help
Field Mapping...

Clicking the **OK** button in this dialogue saves the current setting and exits the dialogue. Clicking **Apply** saves without exiting.

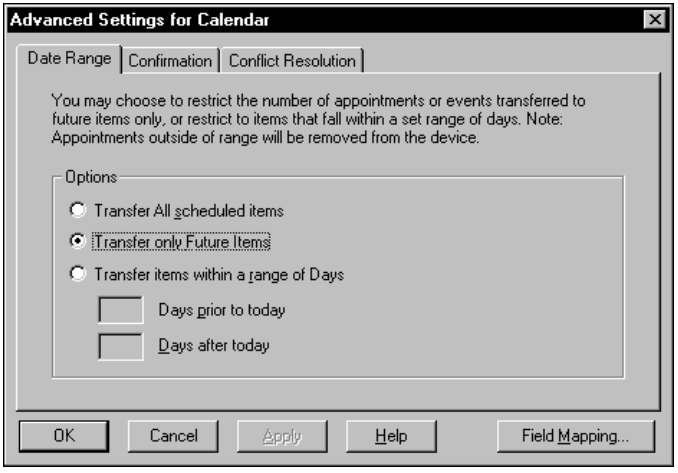
If a setting doesn't apply to the Nokia 9110 Communicator application currently selected in the Configuration dialogue, it is not presented. For example, when the Contacts application is selected, neither the Date Range nor the To-do List tabs are displayed.

The tabs in this dialogue contains the following settings and features:

- **Date Range:** Determines the range of Date Book items to be included in the operation.
- **To-do List:** Determines if *all* To-do items, or only *pending* To-do items will be included in the operation.
- **Confirmation**: Determines when and if a confirmation prompt will appear before a synchronisation takes place.
- **Conflict Resolution:** Determines how data conflicts will be resolved if they are detected during a synchronisation.
- **Filters:** Lets you create filters that exclude some records from synchronisation (or import/export).

The Date Range Tab

The Date Range setting in this tab determines the range of **Calendar** items that will be included in a data transfer.


Advanced Settings for Calendar
Date Range
Confirmation
Conflict Resolution
You may choose to restrict the number of appointments or events transferred to future items only, or restrict to items that fall within a set range of days. Note: Appointments outside of range will be removed from the device.
Options
Transfer All scheduled items
Transfer only Future Items
Transfer items within a range of Days
Days prior to today
Days after today
OK
Cancel
Apply
Help
Field Mapping...

You are presented with three options in this dialogue:

- **Transfer All Scheduled Items:** Transfers all dated items.
- **Transfer Only Future Items:** Transfers only future items.
- **Transfer Items Within a Range of Days:** Transfers items within a specified number of days before and after "today."

▶ To select an option, click on the radio button next to the one you want.

▶ If you select the **Transfer items with a Range of Days** option, enter numbers in the boxes labelled **Days prior to today** and **Days after today**.

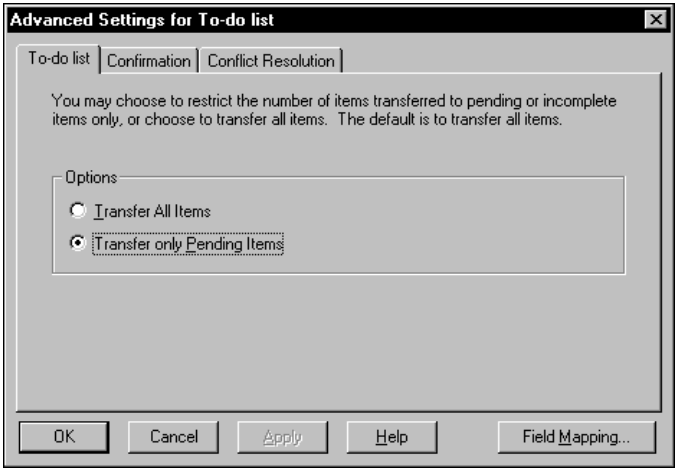
Notes:

- The **"Range of Days"** option allows you to create a relative date range that automatically moves with time. For example, if you have selected the range **30 days prior to today**, and **30 days after today**, the two month range adjusts itself automatically. That is, as today moves forward in time, so does the relative date range.

- When you run a synchronisation, records that were included in the previous synchronisation will be synchronised *whether or not they fall within the currently specified date range.* (Intellisync identifies these items by looking at the history file for the previous synchronisation). Note, however, that only those items that fall within the *currently specified* date range will be included in the update of the history file (and therefore synchronised during the next synchronisation of the data).

The To-do List Tab

The To-do setting in this tab determines whether all To-do list items or only pending To-do list items will be included in an operation.


Advanced Settings for To-do list
To-do list
Confirmation
Conflict Resolution
You may choose to restrict the number of items transferred to pending or incomplete items only, or choose to transfer all items. The default is to transfer all items.
Options
Transfer All Items
Transfer only Pending Items
OK
Cancel
Apply
Help
Field Mapping...

Transfer All Items is the default setting at installation.

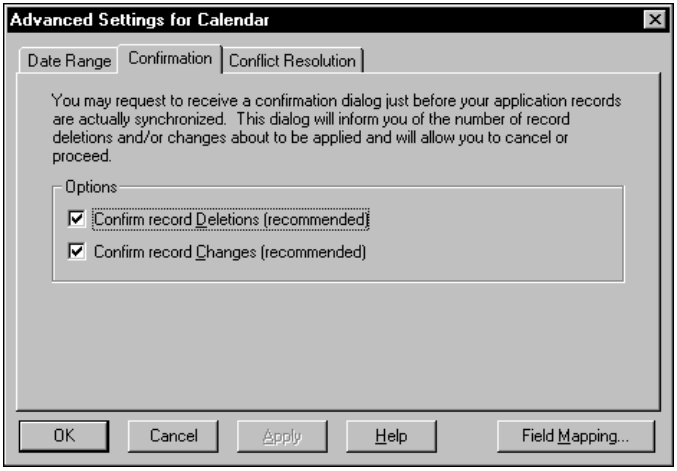
- If you select **Transfer All Items**, all To-do list items, including those marked "completed," will be included in the operation.
- If you select **Transfer only Pending Items**, To-do list items that are marked "completed" will not be included in the operation.

The Confirmation Tab

Confirmation prompts are only displayed during synchronisations. They do not appear during Intellisync imports or exports of data.

Before the results of a synchronisation are applied, you may be prompted to confirm the operation. The confirmation prompt—which lets you proceed with or cancel the operation, display details about what will occur, or execute a "full re-synchronisation"—is a safeguard against accidentally modifying or deleting the wrong data.

The setting in the Confirmation tab determines the conditions under which a confirmation dialogue appears.


Advanced Settings for Calendar
Date Range
Confirmation
Conflict Resolution
You may request to receive a confirmation dialog just before your application records are actually synchronized. This dialog will inform you of the number of record deletions and/or changes about to be applied and will allow you to cancel or proceed.
Options
Confirm record Deletions (recommended)
Confirm record Changes (recommended)
OK
Cancel
Apply
Help
Field Mapping...

At installation, both options are selected.

Un-checking Confirm Record Deletions is not recommended.

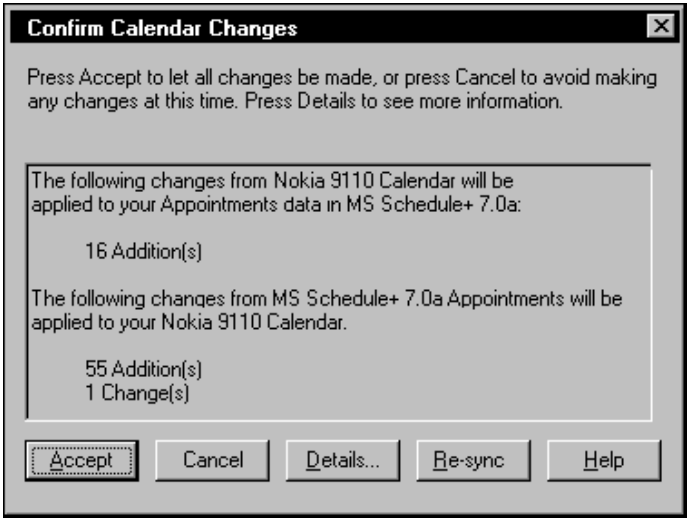
Two options are presented: **Confirm Record Deletions** and **Confirm Record Changes**.

Either, both, or neither can be selected.

- When **Confirm Record Deletions** is checked, the prompt appears if a synchronisation will result in the deletion of records.
- When **Confirm Record Changes** is checked, the prompt appears any time a synchronisation will add or change records.
- If **neither** of these options is checked, a confirmation prompt will only appear if the operation will result in the deletion of **all** records from a system.

This is a typical confirmation prompt:

A separate confirmation prompt is displayed for each Nokia 9110 Communicator application you are synchronising.


Confirm Calendar Changes
Press Accept to let all changes be made, or press Cancel to avoid making any changes at this time. Press Details to see more information.
The following changes from Nokia 9110 Calendar will be applied to your Appointments data in MS Schedule+ 7.0a:
16 Addition(s)
The following changes from MS Schedule+ 7.0a Appointments will be applied to your Nokia 9110 Calendar.
55 Addition(s)
1 Change(s)
Accept
Cancel
Details...
Re-sync
Help

Note the five buttons at the bottom of the Confirmation prompt:

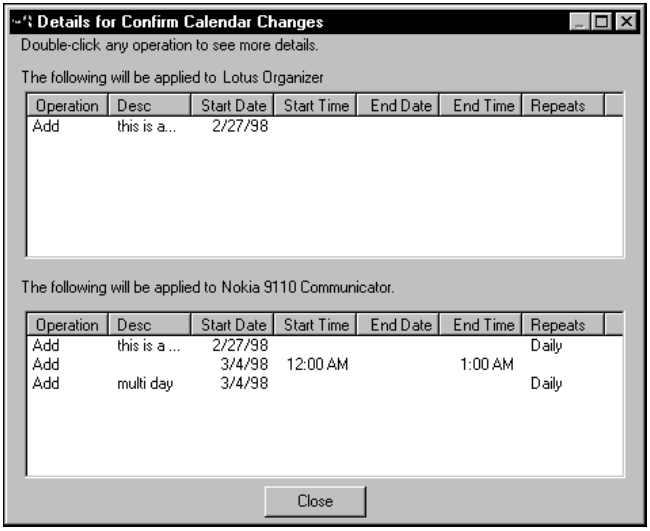
- **Accept:** Accepts the set of changes shown and continues the synchronisation.
- **Cancel:** Cancels the synchronisation.

Refer to “Full Re-Synchronisation” in “Intellisync Special Topics” for information on **full re-synchronisation**.

- **Details:** Displays a **“Details”** dialogue box showing a detailed description of what will occur if the synchronisation proceeds.
- **Re-sync:** Performs a *full re-synchronisation*—in effect, a “first -run” synchronisation.
- **Help:** Opens the Intellisync on-line Help system.

The Details Dialogue

The confirmation prompt that may appear before a synchronisation takes place contains a **Details** button. Use this button when you want to review the exact actions that will occur if the synchronisation proceeds.


Details for Confirm Calendar Changes
Double-click any operation to see more details.
The following will be applied to Lotus Organizer
Operation Desc Start Date Start Time End Date End Time Repeats
Add this is a... 2/27/98
The following will be applied to Nokia 9110 Communicator.
Operation Desc Start Date Start Time End Date End Time Repeats
Add this is a ... 2/27/98 Daily
Add 3/4/98 12:00 AM 1:00 AM
Add multi day 3/4/98 Daily
Close

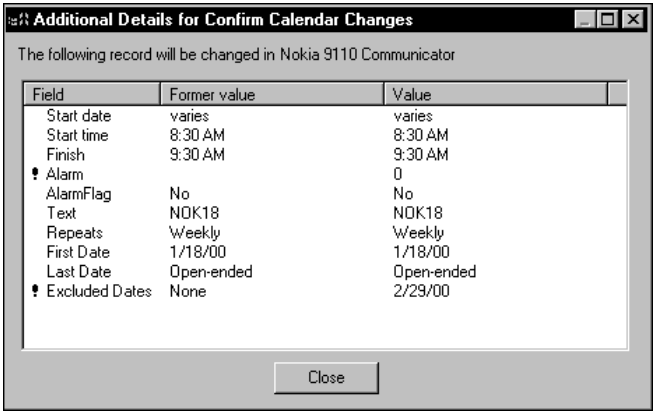
The Details dialogue contains a field-by-field representation of each of the records that will be affected by the synchronisation and, for each, notes the operation that will take place (Add, Change, Delete).

If changes will occur in both of your applications, a separate area of the dialogue will be shown for each.

The operation that will take place for each record is indicated in the first column of the Details dialogue.

To see *more* details about any single record, double click on the operation for that record. This displays an "Additional Details" dialogue.

Note that both the original and the new values are represented in this dialogue.



Notes:

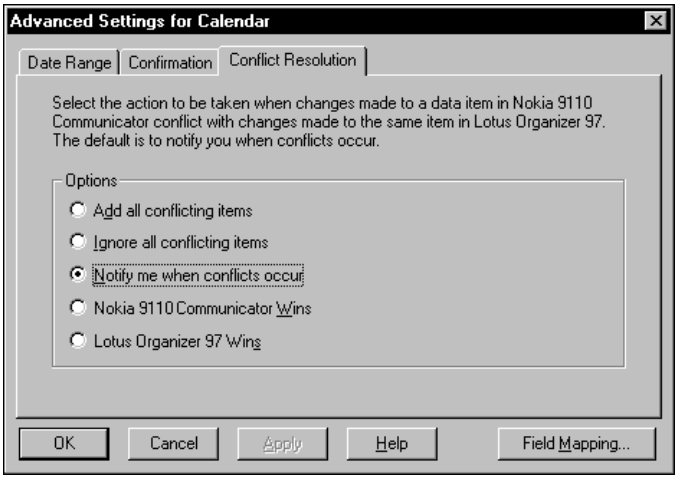
- Details dialogues can be resized. When you resize a dialogue, the position and size is remembered the next time you display a Details dialogue.
- Data in "Additional Details" dialogues can be sorted, in either ascending or descending order, by double clicking on the column heading (clicking the same column heading again sorts the column in the opposite order).
- To see the full contents of a field whose value is truncated in the Additional Details dialogue, double click on the field name. For a changed item, both the former and new values are displayed.

The Conflict Resolution Tab

When a **data conflict** occurs during a data transfer, and Intellisync can't resolve it using the normal synchronisation process, the **Conflict Resolution** setting selected in this tab is used to resolve it.

To specify a Conflict Resolution setting, select the radio button next to the option you want.

Notify me when conflicts occur is the default setting.


Advanced Settings for Calendar
Date Range
Confirmation
Conflict Resolution
Select the action to be taken when changes made to a data item in Nokia 9110 Communicator conflict with changes made to the same item in Lotus Organizer 97. The default is to notify you when conflicts occur.
Options
Add all conflicting items
Ignore all conflicting items
Notify me when conflicts occur
Nokia 9110 Communicator Wins
Lotus Organizer 97 Wins
OK
Cancel
Apply
Help
Field Mapping...

What is a Data Conflict?

A data conflict exists when records in your two systems that should be equivalent contain conflicting data in one or more mapped fields.

More specifically, a data conflict exists when two records contain the same **key field** values, but different values in other mapped fields.

Refer to "Field Mapping and Freeform Fields" under "The Field Mapping Dialogue" for information on how Intellisync interprets your communicator's Name field.

Key Fields

Fields designated as "key" are those that are the most fundamental to a particular record. For example, First Name and Last Name fields are key fields in Contacts records.

The use of key fields in detecting data conflicts is premised on the following: When key fields in a Nokia record match the key fields in a PC application record, other mapped fields in the two records should also match. In other words, if both of your systems have an address record for Ron Ogg, the values in Title, Company, etc. should match. If they do not, a data conflict exists.

Note: Letter case counts in key fields. If you have a record for *Diana VanWinkle* in your PC application, and one for *Diana Vanwinkle* in your communicator, Intellisync does not recognise the names (or, therefore, the records) as equivalent. Synchronisation causes both records to occur in each system.

See **Key Fields** in on-line Help for information about which fields are key fields for each data type.

Refer to "Synchronisation and History Files" under "Intellisync Special Topics" for information on first-run synchronisations. See "Full Re-Synchronisation" in Intellisync Special Topics for details on full re-synchronisation.

The occasions when the Conflict Resolution setting is needed to resolve data conflicts are as follows:

- First-run and full-re-synchronisations.
- Imports and Exports of data.
- When new records have been added to each system since the last synchronisation, and those records conflict. (For example, if you have added an address record for Brian Sawyer to each of your systems, but the Company fields don't match.)
- When mapped fields have been edited in both systems since the last synchronisation, but edited differently. (For example, if you have updated Brian's home phone number in both records, but made a typographical error in one of them.)

Conflict Resolution options work as follows:

- **Add all conflicting items:** Adds a new record to each system (or, for one-way transfers, to the target system). The original conflicting records remain intact.
- **Ignore all conflicting items:** Makes no change to either system.
- **Notify me when conflicts occur:** Displays a dialogue box each time a data conflict occurs, letting you decide which data to use on a case-by-case basis.
- **Nokia 9110 Communicator Wins:** Uses data from your communicator when conflicts occur. Use this option when your communicator contains the most current information.
- **Other Application Wins:** Uses PC data when conflicts occur. Use this option when your PC application contains the most current information.

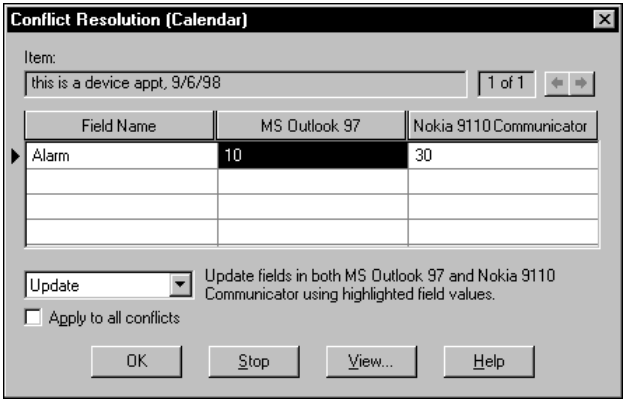
Notify me when conflicts occur is the default setting.

See “The Conflict Resolution Dialogue Box,” below, for more information about the Notify setting.

The Conflict Resolution Dialogue Box

When **Notify** is the Conflict Resolution setting, a dialogue is presented each time Intellisync needs help resolving a conflict.

Note the check box labelled “Apply to all conflicts.” If you check this box, the action you choose in this dialogue will be automatically applied to any other conflicts detected for the current Nokia 9110 Communicator application.



The Conflict Resolution dialogue shows the conflicting fields from both systems. The field name is displayed in the left column. The PC application's field value is in the centre, and the Nokia 9110 Communicator application's field value is on the right.

A box at the top labelled **"Item"** contains a **key field value**. This helps to identify the conflicting record.

If a record in one system conflicts with more than one record in the other system, the box to the right of the Item box will say **1 of 2**, or **1 of 3,** (etc.), and left and right arrow controls will let you switch between conflicts.

To resolve a conflict in the Conflict Resolution dialogue box, you can select one of the following options from the list box below the grid: Add, Ignore, Update, or Replace (Import/Export only).

- **Add:** Adds a new record to each system (or, for one-way data transfers, to the target system). The original conflicting records remain intact.
- **Ignore:** Makes no change to either record.
- **Replace:** (Import/Export only) Replaces the target record with a record containing mapped values from the source record. Unmapped fields in the original record will be lost.
- **Update:** Updates one or both records (as necessary) with the value or values you have highlighted in the grid. Use Update instead of Replace to avoid losing un-mapped fields in the target record.

Conflict Resolution Dialogue Buttons

The Conflict Resolution dialogue box also contains the following four buttons:

- **OK:** Initiates the specified action and continues the operation.
- **Stop:** Takes no action and terminates the operation.

- **View:** Displays a dialogue showing the full contents of the selected field. Use this to display complete values when lengthy values are truncated in the Conflict Resolution dialogue box.
- **Help:** Displays on-line Help text.

Conflict Resolution Notes:

- Refer to "The Same Record Changed and Deleted Dialogue" under "Intellisync Special Topics" for information about a special Conflict Resolution dialogue that appears when a record has been deleted in one system and changed in the other system since the last synchronisation.
- Remember: Except for "first-run" synchronisations, the Conflict Resolution setting is not normally needed to resolve conflicts when you're synchronising your two systems. In most cases, Intellisync knows how to edit records to achieve synchronisation.
- Conflict Resolution is applied individually to each pair of configured applications. This means that any time you change the Conflict Resolution setting, the change will apply only to the currently selected applications.
- Since "Notify" (the default) is the only setting that lets you see each data conflict and decide for yourself how the conflict should be resolved, it is the recommended setting.

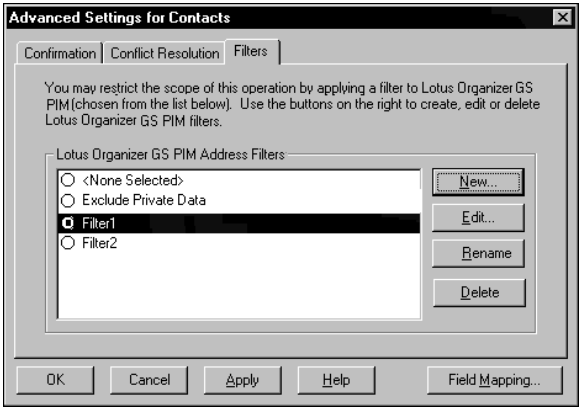
The Filters Tab

The Filters tab of the Advanced Settings dialogue lets you "filter" records for synchronisation, import, or export.

The names of the filters you create are shown in the Filters tab.

A pre-existing filter, Exclude Private Data, lets you exclude records marked Confidential, or Private, etc.

To activate a filter for use, click on it (you can only use one at a time.) Click <None Selected> if you do not want to apply a filter to the next synchronisation.



By default all records in the applications you configure for synchronisation are included when you run an Intellisync operation (unless they are excluded by the Date Range or To-do list setting).

If you want to synchronise (or import/export) only a subset of items, you can filter records using Intellisync's filtering function.

For example, the following filter instructs Intellisync to include only address records that have a Last Name value starting with *A* through *M*, and have the Company value of *Bankers Ltd*.

Last Name *is between* **A** and **M** AND

Company *equals* **Bankers Ltd**.

Filters Tab Commands

The Filters tab contains the following command buttons:

When you click **New**, you are prompted to name the filter before creating it.

- The **New** button is used to create a new filter for the currently selected communicator and PC applications.
- The **Edit** button lets you edit an existing filter.
- The **Rename** button lets you rename an existing filter.
- The **Delete** button deletes the highlighted filter.

Conditions and Rules Tabs

Clicking the **New** or **Edit** button in the Filters tab displays two additional tabs: **Conditions** and **Rules**.

The Conditions Tab

The Conditions tab is where you specify the condition(s) that a record must meet in order to be included in a data transfer. Each condition consists of a **Field**, an **Operator**, and a **Value**.

For example, here are some conditions that could be applied to various applications:

Field	Operator	Value(s)
Last Name	*is between*	A and G
Company	*equals*	Global Air
Title	*equals*	President
Date	*is between*	01/01/1998 and 07/01/1998
Start Date	*on or after*	01/07/98

The Rules Tab

The Rules tab contains options corresponding to the logical operators AND and OR.

All Conditions must be met = AND

One or more conditions must be met = OR

Select an option in the Rules tab when you want to include more than one condition in a filter.

Note: Only one logical operator can be applied to any given filter. You cannot create filters that contain both AND and OR.

By combining **conditions** with a **logical operator** selected from the Rules tab, you can create filters like the following:

Date *after* 11/06/97 AND
Time *after* 14:00

Company *equals* Bankers Ltd. OR
Company *equals* Global Air OR
Company *equals* Software House Ltd.

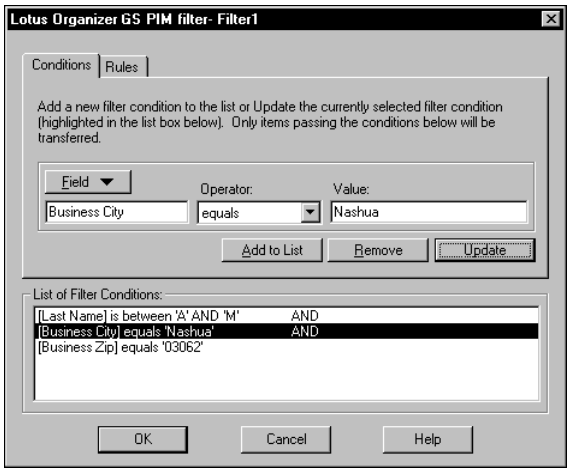
The first filter would include only records with date values after *11/15/97* and time values after *14:00.* (Note that times are shown in 24-hour format—e.g., *14:00* for 2 p.m.)

The second filter would include only records with a Company value of *Bankers Ltd.*, *Global Air*, or *Software House Ltd.*

Creating a Filter

Follow these steps to create a filter:

1. Click the **New** button in the Filters tab. When prompted for a filter name, type a name and then click **OK**. This displays the Conditions dialogue.



If you want to change the Operator or Value entry for a condition in this dialogue, change the entry and click **Update**. Clicking **Remove** deletes the highlighted condition.

2. Click the **Field** button to display the field list for the selected PC application. Highlight the field you want to filter on. This places it in the Field text box.

3. Select an **operator** for the condition by highlighting an option in the Operator list box. (See below for the list of operators you can choose from.)

4. Enter a value or values in the Value text box to complete the condition. Then click the **Add to List** button to place the condition in the Conditions List in the lower part of the dialogue.

Note that a logical operator will not appear in the Conditions tab until a second condition is added.

5. To add other conditions to the filter, click the **Rules** tab and select **All Conditions must be met** (AND) or **One or more conditions must be met** (OR). Then click the Conditions tab and specify additional conditions.

6. When the filter is complete, click **OK** to save it.

Conditions Tab Operators

There are four operator types that may be offered in the Conditions tab: **String**, **Date**, **Time,** and **Boolean**. Choices available for each type are as follows:

The Boolean operators ***is true*** and ***is false*** are used for fields like **Completed?** and **Confidential?** that are either checked or unchecked.

is true = checked

is false = unchecked

String	Date	Time	Boolean
starts with	equals	equals	is true
contains	does not equal	does not equal	is false
does not contain	after	after	
equals	before	before	
does not equal	on or after	on or after	
is empty	on or before	on or before	
is not empty	is between	is between	
is between	today minus ? days	now minus ? minutes	
	today plus ? days	now plus ? minutes	

Filtering Notes:

- Filtering can be applied to Intellisync imports and exports as well as synchronisations.
- If you filter on a field that is not mapped, Intellisync can filter on the PC side, but not on the communicator side. In other words, records will be excluded from your PC application, but not from your communicator.
- If you filter on a field that is contained in only one of your systems, the filter will only exclude records in that system.
- You cannot use both AND and OR in a single filter. However, you can use the operator **is between** to create conditions like **Last Name *is between* A and C**. This, in effect, says "If Last Name starts with A, **or** Last Name starts with B, **or** Last Name starts with C." You can then use the AND operator to create a filter like the following which, in effect, does utilise both logical operators.

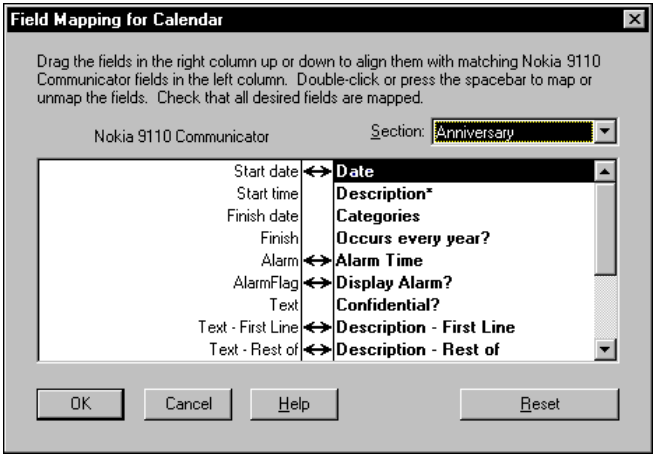
  Last Name *is between* A and C AND
  Company *equals* Kennel Ltd.
- If you change or select a different filter after you've run a synchronisation with Outlook, the next synchronisation will be, in effect, a first-run synchronisation.
- A filter only applies to the Nokia 9110 Communicator and PC applications that were selected in the Configuration dialogue when the filter was created—e.g., Address Book, To Do List, etc. Filters must be created separately for each set of applications you want to synchronise.
- Clicking on a filter name in the Filters tab activates that filter for the next synchronisation. (Only one can be selected at a time.) When a filter is active, its name appears in the bottom right corner of the Configuration dialogue when the application to which it applies is highlighted.
- Click <None Selected> in the Filters tab if you do not want to apply a filter you've created to the next synchronisation.

The Field Mapping Dialogue

In order for data to be transferred between your communicator and your PC application file, corresponding fields in each application must be linked to one another, or **"mapped."** Intellisync provides default "field mapping," which links equivalent fields in your two systems. But you can edit mapping to re-direct (or prevent) the flow of data as needed.

- To access field mapping for selected applications, click the **Field Mapping** button at the bottom of the Advanced Settings dialogue. This displays the Intellisync Field Mapping dialogue.

Use the Section drop-down list box to specify the section for which you want to display field mapping.



The Field Mapping dialogue lists communicator fields on the left, and PC application fields on the right. Bi-directional arrows appear between fields that are "mapped," or linked, for synchronisation.

- **To un-map mapped fields:** Click on the arrow (or highlight the PC field name and double click or press the Spacebar).
- **To map adjacent fields:** Click between the fields (or highlight the PC application field name and double click or press the Spacebar). An arrow appears to indicate that the fields are mapped.
- **To map non-adjacent fields:** Drag the field in the right-hand column and drop it next to the field in the left-hand column.
- **To reinstate default field mapping:** Click the **Reset** button.

Field Mapping Dialogue Buttons

The buttons at the bottom of the Field Mapping dialogue work as follows:

- **OK:** Saves changes made to field mapping and re-displays the previous Advanced Settings dialogue.
- **Cancel:** Cancels changes made to field mapping.
- **Help:** Opens the Intellisync on-line Help system.
- **Reset:** Resets field mapping to the installation default configuration.

Field Mapping Notes:

- Intellisync enforces certain field mapping rules. For example, you cannot map *date* fields to *time* fields. If you attempt to map incompatible field types, an error message is displayed.

- If you change field mapping after data has been synchronised, the subsequent synchronisation will be, in effect, a first-run synchronisation.

- Fields marked with asterisks in the Field Mapping dialogue are fields that must be mapped (or their sub-fields must be mapped) in order for a data transfer to succeed. If marked fields are not mapped, an error message is displayed when you attempt to exit the Field Mapping dialogue.

- Check the Supported Systems on-line Help topic for the PC application(s) you're using to see if any special field mapping rules apply. (For example, if your application allows for the creation of custom fields, the Help topic for that system should tell you how to map custom fields.)

- When a data string is transferred between fields in your communicator and your PC application, it may be truncated in the target field if it is too lengthy to be accommodated. It is not wise to edit truncated data. If you do, the data in the other system will be truncated after the next synchronisation. Refer to "Synchronisation and Data Truncation" under "Intellisync Special Topics" for a workaround that allows you to edit truncated text.

Field Mapping and Freeform Fields

If your freeform fields are formatted inconsistently, synchronisations and exports will result in the incorrect placement of values in your PC application.

When Intellisync transfers Name and Address fields between your two systems, it assumes a particular format for your communicator's Name and Address fields.

The default Name format is as follows:

LAST, FIRST MIDDLE

The Address format is determined by the Address Format you select when you first configure an operation. (Refer to "Intellisync Address Formats" under "Intellisync Special Topics" for a description of each of the four available formats.)

Select the address format that most closely resembles the one you're using.

If names are **not** entered into your communicator in the above format, and/or if the addresses in your communicator's Contacts application do not match any of the available formats, you may want to adjust the field mapping in the Field Mapping dialogue to direct values between the correct fields.

For example, if the third line in your addresses is formatted in this way: ***City, State, Postal Code***, but the selected Address format is ***Postal Code, City, State,*** the following field mapping scheme would transfer values correctly between your communicator and PC:

Communicator		PC Application
City	↔	Postal code
State	↔	City
Postal Code	↔	State

Intellisync Special Topics

This section is devoted to explaining in detail some aspects of Intellisync that have only been touched upon in previous sections of this chapter.

Topics include:

- Synchronisation and History Files
- Intellisync Terms
- Intellisync Address Formats
- Importing and Exporting Data
- Synchronisation and Truncated Data
- Full Re-Synchronisation
- The Same Record Changed and Deleted Dialogue
- Sync Log Files
- Remote Synchronisation

Synchronisation and History Files

An understanding of history files and how synchronisation works is not mandatory. However, you may find this information helpful.

During a synchronisation, Intellisync compares records in your communicator application to records in your PC application, and makes whatever changes are necessary in each system to ensure that both contain the same information.

If a record has been added to one system and not the other, that record is added to the incomplete system. If a record has been deleted from one system and not the other, Intellisync deletes the record from the other system. If there are discrepancies between records in the two systems, Intellisync uses the most current data. It knows which is the most current because it uses a **"history file"** when comparing the records.

See "The Conflict Resolution Tab" under "Intellisync Advanced Settings Dialogues" for details on Conflict Resolution.

The first time a particular set of data is synchronised, there is no history file. Data from the two applications are simply merged, and conflicts between the two systems are resolved using a **"Conflict Resolution"** setting.

However, this initial operation *creates* the history file that will be used for subsequent synchronisations.

For additional information about history files, refer to the Intellisync on-line Help system.

How does the history file work? At the end of each synchronisation, a history file matching the two synchronised systems is created. When the systems are next synchronised, Intellisync compares the two synchronised systems to each other, and to the history file. If a record in the history file matches one system, but not the other, Intellisync knows that the "conflicting" record has been changed since the last synchronisation. It therefore applies the change to the other system and to the history file.

In cases where changes have been applied to both systems, and those changes conflict (for example, if you have added address records for the same name to each system, but the phone numbers don't match), the **Conflict Resolution** setting is used to resolve the matter.

Intellisync Address Formats

If address data in your communicator is not consistently formatted, and you have the same basic data in your PC application, you can achieve consistency by deleting the addresses from your communicator and synchronising with your PC application. This will transfer the contents of your PC application back into your communicator in the selected Address Format.
Before doing this, however, it would be wise to backup your communicator data as a precaution.

In order for Intellisync to transfer data correctly between your communicator and your PC application, it must assume a particular format for freeform Name and Address fields in your communicator's Contacts application.

Intellisync assumes that Name fields are entered into your communicator as follows:

Last, First Middle

When you first configure an Intellisync operation for a particular communicator, you are prompted to select an **Address** format. Address formats can also be accessed by selecting **Contacts** on the Intellisync Options menu.

Intellisync offers five formats to choose from—Address Format 1, Address Format 2, and so on. If none of the formats match the format you are using, you can either select the closest format and adjust field mapping to account for the differences, or choose Format 5, which transfers the communicator's complete Address field to a single field in your PC application.

Refer to "Field Mapping and Freeform Fields" under "Intellisync Advanced Settings Dialogues" for additional information on freeform Name and Address fields.

Note: In order for Intellisync to successfully transfer data between your two systems, data in freeform fields must be entered in a **consistent** format. If your freeform fields have been entered inconsistently, the results of a synchronisation, import, or export will reflect that inconsistency.

Available Address Formats

Address Format 1

Address Item 1, City, State, Postal Code, Country

For example: 13 Lewis St., Moose Junction, MO, 45678, USA

Address Format 2

Address Item 1 <*newline*>
City, State, Postal Code, Country

For example: 1312 Lewis St.
Moose Junction, MO, 45678, USA

Address Format 3

Address Line 1 <*newline*>
Address Line 2 <*newline*>
City, State Postal Code <*newline*>
Country

For example: 1312 Lewis St.
Suite 34
Moose Junction, MO 45678
USA

Address Format 4

Address Line 1 <*newline*>

Address Line 2 <*newline*>

Postal Code, City, State <*newline*>

Country

For example: 1312 Lewis St.
Suite 34
45678, Moose Junction, MO
USA

Address Format 5

Selecting Address Format 5 is, in effect, selecting no format. This option can be used if you have not used consistent formatting in your communicator, or if none of the other formats resemble the format you're using.

When you select Address Format 5, your communicator's multi-line Address field is transferred to a *single* field in your PC application, and vice versa. Check the Field Mapping dialogue to see the default mapping.

Note: Using this format during synchronisations may result in the transfer of incomplete addresses from your PC application to your communicator.

For example, when Address Format 5 is selected, Intellisync maps the communicator's *Address* field to the *Address* portion of a Schedule+ address. (A complete Schedule+ address includes *Address*, *City*, *State*, *Postal Code*, and *Country*.) Thus, only the *Address* portion of a Schedule+ address transfers to your Nokia 9110 Communicator. *City*, *State*, etc. are ignored. In order to transfer the entire Schedule+ address to your communicator, you would need to enter the entire address into the *Address* field.

Importing and Exporting Data

In addition to synchronising your communicator with PC applications, Intellisync can also perform ***imports*** and ***exports*** of data from one system to the other.

The same procedures that are involved in configuring and performing a synchronisation are used for importing and exporting. That is, you have to set up the Configuration and Choose Translator dialogues, and, if necessary, adjust settings in the Advanced Settings, Options, and Field Mapping dialogues. Once things are set up, the **Synchronise** button on the Intellisync opening screen initiates the operation. The only difference is in the choice of the operation in the Choose Translator dialogue.

- To import data from your PC to your communicator, select **Import**.
- To export data to your PC from your communicator, select **Export**.

Notes:

- When you perform an import or export, Intellisync doesn't duplicate records that already exist in both systems. For example, if you export the contents your communicator's Contacts application to your PC, records that are already contained in both systems are not transferred to the PC file.
- In a single operation, you can perform different *types* of data transfers. For example, in one operation, you can *import* into your communicator's Contacts application, *export* Calendar information, and *synchronise* your To Do's. It's simply a matter of which operation you choose for each set of data.

Synchronisation and Data Truncation

When data is transferred between fields in your communicator and your PC application, data is truncated in the target field if the source data is too lengthy to be accommodated.

If you later **edit** the truncated data, the corresponding data in your other system is truncated after the next synchronisation. (Because Intellisync applies the detected **edit** to the data.)

If you want to edit truncated data, there is a workaround—as follows:

Any time you edit truncated data, go in and edit the corresponding record in the other system. (It can be the same change you made in the shortened record, or a trivial edit of no consequence. The important thing is that a **change** is registered in that record). Make sure the "**Notify**" Conflict Resolution setting is selected. Then, during the next synchronisation, when the Conflict Resolution dialogue box is displayed for that record, select **Ignore**. This prevents the truncated data from overwriting the data in your other system.

Note: If you select **Ignore**, as recommended, you will be prompted to resolve the conflict again the next time you run a synchronisation. If this is not acceptable, you can highlight the original (non-truncated) text in the Conflict Resolution dialogue and choose **Update**. Note, however, that this will overwrite the edit that caused the conflict in the first place.

Full Re-Synchronisation

If, for some reason, the data in either your communicator or your PC application is lost or unintentionally altered, do not synchronise the data. Doing so will transfer the problem to your other system.

For example, if all address records were accidentally deleted from your PC application, Intellisync would see that all the records were deleted since the last synchronisation and remove the address records from your communicator.

Refer to “The Confirmation Tab” under “Intellisync Advanced Settings Dialogues” for information on the confirmation prompt.

Fortunately, the confirmation prompt would warn you before such a synchronisation actually took place. In addition to warning you, it would allow you to use the **Re-Sync** button to execute a Full Re-Synchronisation.

Unlike a normal synchronisation, a **full re-synchronisation** would not delete the records in your communicator. This is because a full re-synchronisation is, in effect, a “first-run” synchronisation. That is, the history file is thrown out, and the synchronisation simply merges the contents of the two systems.

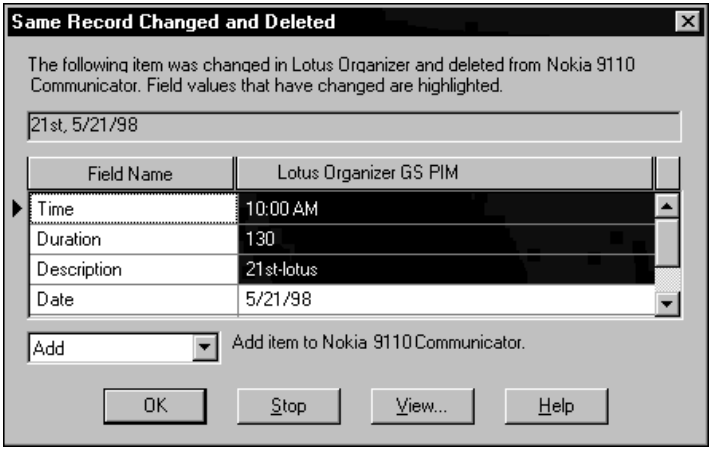
Notes:

- If the data in your communicator or PC application is not lost, but has in some other way been corrupted, you can delete the contents of the file and execute a full re-synchronisation to transfer the contents of the other system into the empty file or application. Note, however, that only mapped values can be transferred to the empty system. Unmapped values will be lost from any records you delete.
- The confirmation prompt is the **only** way to access the **Re-Sync** button. It is therefore advisable to keep active the **Confirm Record Deletions** setting in the Advanced Settings dialogue.

The Same Record Changed and Deleted Dialogue

If, during a synchronisation, Intellisync discovers that a previously synchronised record has been **changed** in one system and **deleted** in the other since the last synchronisation, a special dialogue is displayed.

This dialogue appears only when **Notify me when conflicts occur** is the selected Conflict Resolution setting. If any other setting is selected, a **change** will always override a **delete**—that is, the changed record will be added to the system from which the record was deleted.



The **Same Record Changed and Deleted** dialogue alerts you to the deletion of the record in one system, and shows you the record as it has been changed in the other. A list of options allows you to decide between the following actions:

- **Add:** Adds the item back into the system from which it was deleted.
- **Delete:** Deletes the record from the other system.
- **Ignore:** Lets each system remain as it is.

A set of buttons also appear at the bottom of the dialogue.

- **OK:** Exits the dialogue and applies the selected action.
- **Stop:** Stops the synchronisation.
- **View:** Lets you see the complete value of the highlighted field when it is too long to be displayed in the grid.
- **Help:** Calls on-line Help.

The Sync Log File

The Sync Log file can be a good source of information if you call for technical assistance.

Intellisync maintains a Sync Log file that is updated after each data transfer. The Sync Log file contains a detailed accounting of what occurred during the synchronisation, import, or export.

Normally, it's not necessary to read the Sync Log file after an operation. However, if errors were reported, it may be a useful source of information.

The Sync Log file is a simple text file that can be viewed using any editor.

To view the Sync Log file for the last data transfer, select the **Sync Log** command on the Intellisync View menu.

Each time you run a synchronisation, the file is overwritten. If you want to save a particular Sync Log file, rename the file before running another synchronisation. The file is located in a sub-directory (of the installation directory) named after the communicator serial number.

The file identifies the records that were transferred from one system to the other, and indicates the exact action that was taken for each record. Field Mapping is also shown in the Sync Log file.

Reading a Sync Log File

Before any actions are taken during a data transfer, records from each system are read (looked at). You will see the term **READ** used in the log file to indicate this process.

After reading records in each of the systems, Intellisync compares the records in both systems, as indicated in a section labelled **Summary of Data Analysis**. Here you will see phrases such as: *Unchanged on Both Systems*, *Changed on First System*, and *Deleted from Second System*.

The next section of the Sync Log file lists the actions that were taken in your "First System" (Nokia 9110 Communicator) and "Second System" (PC application) during the data transfer.

Actions that may be noted in the Sync Log file are as follows:

ADD: The record was added.

DELETE: The record was deleted.

FAIL RANGE: The item was excluded from the operation. It either failed the Date Range check for Appointments or it was a "completed" **To-do list** item, and the Transfer Only Pending Items option was checked in the **To-do list** tab of the Advanced Settings dialogue.

IGNORE: The record was ignored.

SKIP: The record was skipped because the data transferred was of a different type.

UPDATE: The record was updated with a value or values from the other system.

Remote Synchronisation

Intellisync lets you configure and save both a local and a remote synchronisation for each Nokia 9110 Communicator you connect and "register."

Intellisync allows you to configure and run "Remote" as well as "Local" synchronisations of Calendar data. A remote synchronisation is a synchronisation that you can run remotely, over a data call.

To configure a remote synchronisation, follow the "Quick Start" instructions provided at the beginning of this chapter—only click the **Remote** tab to configure the operation.

Remote vs. Local Synchronisation

When you run a synchronisation locally, you are sometimes prompted for information. For example, if the "Notify" Conflict Resolution setting is selected, you may be prompted to resolve data conflicts. If your PC application requires a password, you will be prompted to enter a password—and so forth.

Since interaction with your computer is not possible when you run a remote synchronisation, remote synchronisations are a little different from local ones.

Please note:

- When you configure a remote synchronisation, you will notice that the Conflict Resolution tab of the Advanced Settings dialogue does not contain the *Ignore* and *Notify* options. (**Add** is the default Conflict Resolution setting.)
- During a synchronisation, if Intellisync discovers that the same record has been deleted in one system and changed in the other since the last synchronisation, the change is applied instead of the delete.
- There is no Confirmation tab in the Advanced Settings dialogue because a confirmation prompt does not display during remote synchronisations.
- You cannot synchronise PC applications that require you to type a password for access during a synchronisation.

Running a Remote Synchronisation

Refer to Chapter 9, “Internet,” in your Nokia 9110 Communicator manual for information on connecting your communicator to your PC via the Internet.

In order to run a remote synchronisation, you must have an Internet access point to facilitate the remote connection to your PC. In addition, PC Suite for Nokia 9110 Communicator must be up and running on your PC.

Once you have configured a remote synchronisation, follow these steps to run it from your communicator:

1. Press the **System** application button on your communicator.
2. Choose **Remote Synchronisation** and press **Select**.
3. Press **Settings** and define the destination host (the IP address of the server PC) and select your Internet access point.
4. Press **Start** to start a data call and begin synchronising.

When the synchronisation is complete, the data call ends.

Intellisync Glossary

Boldfaced text identifies additional terms defined in this section.

Read this section to gain an understanding of some of the terms that are used to describe PC Suite's Intellisync function.

Conflict Resolution

A process (controlled by a setting in the Conflict Resolution tab of the Advanced Settings dialogue) that is sometimes used by Intellisync to determine how to resolve **data conflicts** during synchronisations. See *Data Conflict*, below.

See "The Conflict Resolution Tab" under "Intellisync Advanced Settings Dialogues" for more information about Conflict Resolution and data conflicts.

Data Conflict

A data conflict occurs when records in both systems have matching **key field** values but conflicting data in other **mapped fields**. (For example, if both systems have address records in which the First and Last Name values are identical, but the address values differ.)

The very first time a set of data is synchronised (and any time you import or export data) the Conflict Resolution setting in the Advanced Settings dialogue is used to resolve all such conflicts. Upon subsequent synchronisations of the same data (after the **history file** has been created), the Conflict Resolution setting is needed only under either of the following two conditions:

1) When records with the same key fields have been added to both systems since the last synchronisation, but they have conflicts in other mapped fields.

2) When mapped fields in previously synchronised records (with matching key fields) have been edited since the last synchronisation, but edited differently.

Fanning

The conversion of a repeating item into many individual items ("fanned" items) having unique dates. Fanning occurs when one of your systems does not support an incoming repeating item.

Field Mapping

The linkage that directs the comparison and transfer of data during an Intellisync data transfer. Field mapping is contained (and can be edited) in the Intellisync Field Mapping dialogue.

To access the Field Mapping dialogue, select the Field Mapping button in the Advanced Settings dialogue.

Filter

A statement that can be applied to a synchronisation to restrict the records that are included in an operation. See "The Filters Tab" under "Advanced Settings Dialogue" for information about using Intellisync filters.

First-Run Synchronisation

The first synchronisation of a particular set of data.

A first-run synchronisation is different from subsequent synchronisations of the same set of data because no **history file** exists. The history file is *created* during the first run (and the **Conflict Resolution** setting is used to settle **data conflicts** between the two systems.)

Full Re-Synchronisation

A special mode of synchronisation that merges rather than synchronises data in your two systems. (In effect, a “first-run” synchronisation.) This is used for restoring lost data and for maintaining data integrity when records have been altered. A full re-synchronisation can be performed using the Re-Sync button in the confirmation prompt that may appear before the results of a synchronisation are applied. Refer to “The Confirmation Tab” under “Intellisync Advanced Settings Dialogues” for more information.

History File

A file that is created by a **“first-run” synchronisation** and updated after every subsequent synchronisation. This file aids Intellisync in determining which data to use when there are discrepancies between your communicator and PC application. See “Synchronisation and History Files” under “Intellisync Special Topics” for more complete information.

Key Field

A field specially defined to detect **data conflicts** during a data transfer. During a synchronisation, Intellisync compares the values of **mapped fields** in your two systems. When “key” values match, but other mapped values differ, a data conflict exists. For example, in Contacts records, if Name (key) values match, but Phone values differ, this is a data conflict.

Mapped Fields

Fields that are linked for data transfer in the Intellisync **Field Mapping** dialogue.

Section

A type, or category, of data contained in a PC application. For example, *Addresses*, *Notepad*, and *Schedule* are sections contained in some of the PC applications supported by Intellisync.

Synchronisation

The Intellisync operation that compares the records in your communicator to the records in a PC application file, and makes whatever changes are necessary in either system to make sure that they both contain the same data.

Translator

A component of the Intellisync software that enables Intellisync to transfer data between your Nokia 9110 Communicator and a particular PC application.

Intellisync Menu Commands

FILE	
Exit	*Exits PC Suite.*

VIEW	
Status Bar	*Toggles status bar on and off.*
Sync Log	*Displays the Sync Log for the last Intellisync operation.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

OPTIONS	
Contacts	*Displays Contacts Address Format and File options.*
Desk Stand Button Settings	*Displays desk stand button options.*
Registered Communicators	*Lists the communicators that have been connected and named.*
Preferences	*Displays the Preferences dialogue.*

HELP	
Contents	*Displays on-line Help Contents.*
Commands	*Displays command information.*
Using Help	*Accesses Help for on-line Help.*
Premier Upgrade	*Displays Intellisync registration and Premier Upgrade subscription information.*
About PC Suite	*Displays "About PC Suite" dialogue.*

Chapter 4 : File Transfer Functions

The PC Suite File Transfer functions let you move, copy, paste, rename, and delete Nokia 9110 Communicator and PC files and folders in a familiar Windows Explorer-type environment.

Topics in this chapter include:

- Using the File Transfer Functions
- File Transfer Window Panes
- Selecting Files
- Copying Files and Folders
- Moving Files and Folders
- Deleting Files and Folders
- Renaming Files and Folders
- File Properties
- File Transfer Menu Commands

Using the File Transfer Functions

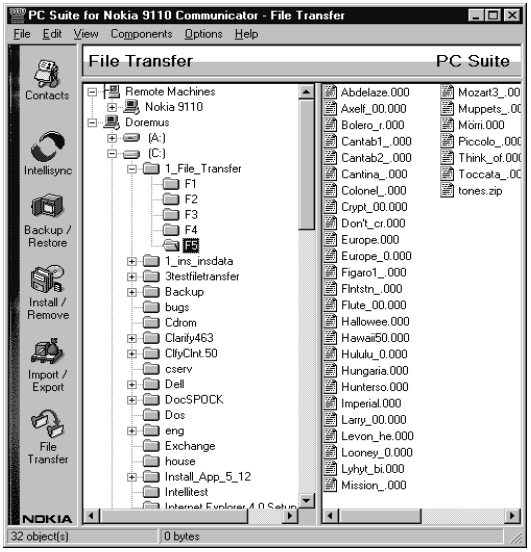
The PC Suite File Transfer functions let you move, copy, paste, rename, and delete Nokia 9110 Communicator and PC files and folders in a familiar Windows Explorer-type environment.

Note: Built-in conversion utilities for some types of files allow you to transfer “incompatible” files between your communicator and your PC in a readable form. Files that are converted include: Nokia 9110 Communicator Notes files, communicator Fax files, and PC TIFF files (compressed in Group 3 (1d) Fax format).

Follow these steps to access the PC Suite File Transfer functions.

1. Start PC Suite and click the **File Transfer** icon in the opening screen.
2. Connect your communicator to your PC COM port or establish an infrared connection. If you are prompted to do so, enter a name for your communicator.

Unlike Windows Explorer, you cannot launch a program or open a file from the File Transfer screen.



File Transfer Window Panes

The File Transfer screen looks very similar to Windows Explorer. It is divided into two panes that can be re-sized by dragging the splitter bar that separates them.

Drives and folders for both the Nokia 9110 Communicator and your PC are listed on the left, and can be expanded by clicking the **+** icon. The contents of the drive or folder highlighted on the left are shown on the right side of the window.

Selecting Files

Standard Windows file selection methods are used to select files or folders in the File Transfer screen. You can select an item by clicking on it with your mouse, or using the up and down arrow keys on your keyboard.

Shift-click or Ctrl-click also selects multiple files or folders.

Use the Shift key in combination with the up and down arrow keys to select multiple adjacent items.

Copying Files and Folders

Files and folders can be copied in the File Transfer window using “drag and drop” or by copying and pasting.

To Drag and Drop:

If press the **Ctrl** key while you drag the item, the item is **removed** from its original location.

1. In the left pane, highlight the drive or folder containing the item you want to copy.
2. In either pane, select the item(s) you want to copy.
3. Hold the left mouse button down, and drag the item(s) to the new location. A **+** next to the cursor shows that you’re copying (and not cutting) the item.
4. Release the mouse button.

To Copy and Paste:

Keyboard Shortcuts:

Ctrl-C = Copy

Ctrl-V = Paste

1. In the left pane, highlight the drive or folder containing the item you want to copy.
2. In either pane, select the item(s) you want to copy.
3. Select **Copy** from the Edit menu, or click the right-mouse button choose **Copy** from the pop-up menu.
4. Highlight the left-pane drive or folder to which you want to copy the file.
5. Select **Paste** from the Edit menu, or click the right-mouse button and choose **Paste** from the pop-up menu.

Moving Files and Folders

Files and folders can be moved in the File Transfer window using “drag and drop” or by cutting and pasting.

To Drag and Drop:

Note that the use of the **Ctrl** key in drag and drop operations is **not** identical to its use in Microsoft Explorer.

Use same drag and drop technique described previously for copying. However, you must press the **Ctrl** key while dragging. If you do not, the file or folder will not be removed from its original location.

To Cut and Paste:

You cannot cut read-only files or root folders from the communicator. Cut/Paste operations for these files/folders are, in effect, Copy/Paste operations.

Keyboard Shortcuts:

Ctrl-X = Copy

Ctrl-V = Paste

1. In the left pane, highlight the drive or folder containing the item you want to cut.
2. In either pane, select the item (or items) you want to cut
3. Select **Cut** from the Edit menu, or click the right-mouse button choose **Cut** from the pop-up menu.
4. Highlight the left-pane drive or folder to which you want to move the file or folder.
5. Select **Paste** from the Edit menu, or click the right-mouse button and choose **Paste** from the pop-up menu.

Deleting Files and Folders

Multiple items can be deleted at once in the right pane. Only one item at a time can be deleted from the left pane.

There are three ways to delete an item from the left or right pane of the File Transfer window:

Select the item you want to delete. Then:

- Press the **Del** key
- Select **Delete** from the Edit menu, or
- Press the right mouse button and choose **Delete** from the pop-up menu.

Note: You cannot delete root folders or read-only files from the communicator.

Items deleted from your PC are sent to the Windows Recycle bin.

Renaming Files and Folders

Just like in Windows Explorer, you can rename files and folders using the Rename command.

To rename a file or folder:

1. Select the file or folder you want to rename in either pane.
2. Select **Rename** from the File menu, or click the right-mouse button and choose **Rename** from the pop-up menu.
3. Type a new name and then press **Enter**.

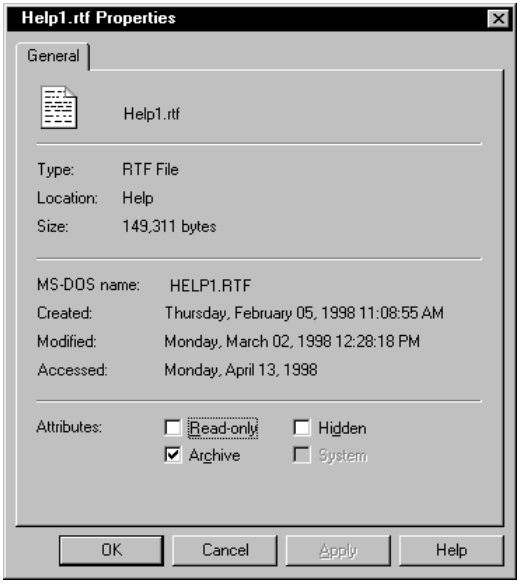
Note: You cannot rename non-empty folders, root folders, or read-only files in the communicator.

File Properties

Like Windows Explorer, the PC Suite File Transfer function lets you display and edit a file or folder's "properties."

Follow these steps:

1. Select a file or folder in either pane.
2. Select **Properties** from the File menu, or click the right-mouse button and choose **Properties** from the pop-up menu. This displays the Properties dialogue.



When a Properties dialogue is displayed for a communicator file or folder, check boxes are disabled (greyed). You cannot change the attributes of a file or folder in the communicator.

Check or un-check the check boxes in this dialogue to change a PC file or folder's attributes.

- Click **OK** to save changes and exit the dialogue.
- Click **Cancel** to exit without saving changes.
- Click **Apply** to save changes without exiting.

File Transfer Menu Commands

FILE	
Exit	*Exits PC Suite.*

VIEW	
Status Bar	*Toggles status bar on and off.*
Large Icons	*Switches view to Large Icons mode.*
Small Icons	*Switches view to Small Icon mode.*
List	*Switches view to List mode.*
Details	*Switches view to Details mode.*
Arrange Icons	*Lets you arrange icons by Name, Type, Size, or Date.*
Refresh	*Refreshes (updates) display.*

EDIT	
Cut	*Cuts the selected file or folder.*
Copy	*Copies the selected file or folder.*
Paste	*Pastes the item that was cut or copied to the selected location.*
Select All	*Selects all the items in the open folder.*
Invert Selection	*Inverts the selection status of each file in the open folder.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

HELP	
Contents	*Displays on-line Help Contents.*
Commands	*Displays command information.*
Using Help	*Accesses Help for on-line Help.*
About PC Suite	*Displays "About PC Suite" dialogue.*

Chapter 5 : Backup and Restore

This chapter discusses the PC Suite Backup and Restore commands, which safeguard the data in your communicator.

Topics include:

- Backing Up Your Data
- Restoring a Backup
- Backup/Restore Menu Commands

Backing Up Your Data

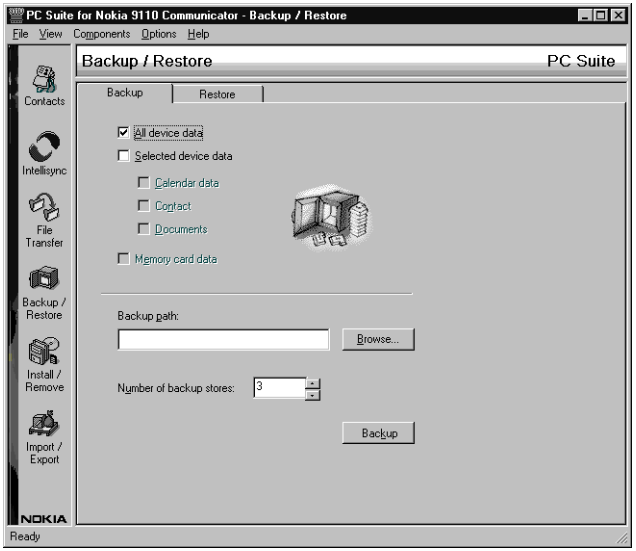
Follow these steps to backup some or all of the data on your Nokia 9110 Communicator:

1. Click the **Backup/Restore** icon in the PC Suite opening screen.
2. Connect your communicator to your PC COM port or establish an infrared connection.

   If prompted to do so, enter a name for your communicator.

To-do list records are included when you backup the Calendar application.

When you configure a Backup operation, your configuration is saved when you run the Backup or exit the Backup tab.



The Backup dialogue contains check boxes labelled **All device data**, **Selected device data**, and **Memory card data**.

All device data, when checked, backs up Calendar and Contact data, documents, settings, and add-on applications.

The *Selected device data* option does not backup settings and add-on applications.

Selected device data, when checked, enables three additional check boxes. You can select any or all of these options.

Calendar data: Backs up your Calendar data, including both Calendar and To do list records.

Contact: Backs up Contact records.

Documents: Backs up communicator documents.

Memory card data: Lets you include data in your Nokia 9110 Communicator Memory Card in the backup. If you do not check this option, Memory Card data is excluded from the backup.

3. Using the check boxes in the Backup dialogue, specify the data to backup.

Using the **Browse** button to specify the Backup path prevents you from making typographical errors.

4. In the box labelled **Backup Path,** specify the location (path) where you want backups stored. The backup name, **Nokia9110Backup**, is assigned automatically.

Number of Backup Stores

The PC Suite Backup command creates multiple, sequentially numbered backups—e.g., *Nokia9110Backup01, Nokia9110Backup02, Nokia9110Backup03,* and so on.

Nokia9110Backup01 is always the most recent backup.

The maximum number of backups stored is determined by the value entered in the box labelled **Number of backup stores**. The default value is 3. You can enter any number between 1 and 99.

Note: If you change this number before creating a new backup, existing backups will be deleted if the number you enter is less than number of existing backups. For example, if you have 10 existing backups, and you change the number to 5, the five oldest backups will be deleted when you create the new backup.

5. Enter a number between 1and 99 in the box labelled **Number of backup stores.**
6. Click the **Backup** button to execute the Backup operation.

If you're using a desk stand with your communicator, refer to Desk Stand Button Settings, in Chapter 1, for information on how you can program your desk stand button to run the currently configured Backup operation.

Restoring a Backup

Follow these steps to restore a backup to your communicator:

1. Start PC Suite and click the **Backup/Restore** icon. Then click the **Restore** tab in the opening screen.
2. Connect your communicator to your PC COM port or establish an infrared connection.

A single Restore operation can restore an entire backup (e.g., Nokia9110Backup 01) or one backup component (e.g., Contacts).

When there is no active connection between your communicator and PC, the **Restore** button is disabled in the Restore tab.

The Restore dialogue lists all the backups in the specified Backup directory. Nokia9110Backup01 is always the most recent backup in the specified location.

3. If necessary, specify the location of the backup in the text box labelled **Backup store**. (The location of the last-created backup is entered by default.)

4. In the lower portion of the dialogue, click on the data you want to restore.

You can select an entire backup (e.g., Nokia9110Backup01), or one component of a backup (e.g., Contacts). If you want to restore more than one component, but not the entire backup, you'll need to run multiple Restore operations.

5. Click **Restore** to restore the backup to your communicator and exit the Restore dialogue.

Note: If you want to delete a backup or backups, you can do so in Windows Explorer or in the PC Suite File Transfer dialogue. Refer to "File Transfer Functions" in this chapter for information about PC Suite File Transfer functions.

Backup/Restore Menu Commands

FILE	
Exit	*Exits PC Suite*

VIEW	
Status Bar	*Toggles status bar on and off.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

OPTIONS	
Desk Stand Button Settings	*Displays desk stand button options.*
Registered Communicators	*Lists the communicators that have been connected and named.*
Preferences	*Displays the Preferences dialogue.*

HELP	
Contents	*Displays on-line Help Contents.*
Commands	*Displays command information.*
Using Help	*Accesses Help for on-line Help.*
About PC Suite	*Displays "About PC Suite" dialogue.*

Chapter 6 : Installing and Removing Software

PC Suite's Install/Remove Software function lets you install software to and remove software from your Nokia 9110 Communicator's main memory or memory card.

Topics include:

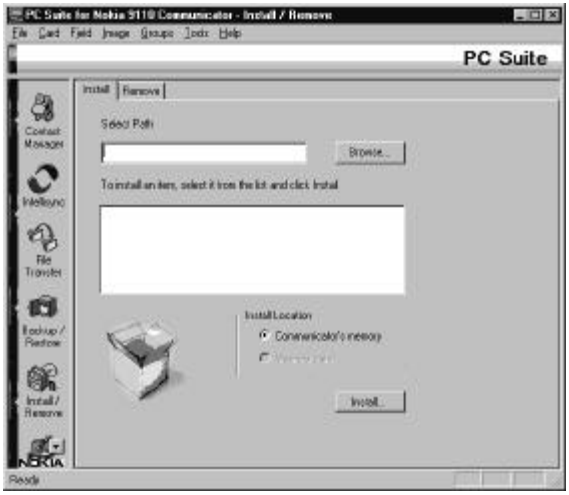
- Installing Software on your Communicator
- Removing Software from your Communicator
- Install/Remove Menu commands

Installing Software to your Communicator

Follow these steps to install a software package to your communicator:

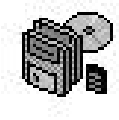
1. Start PC Suite and click the **Install/Remove** icon in the opening screen.
2. Connect your communicator to your PC COM port or establish an infrared connection.

   If prompted to do so, enter a name for your communicator.



3. In the **Select Path** text box, enter the path (location) of the software you want to install. Use the **Browse** button to quickly locate the software.
4. Click on the software you want to install in the box below.
5. In the Install Location box, select **Communicator's memory** or **Memory card** to specify where you want the software installed.
6. Click the **Install** button.

Removing Software from your Communicator

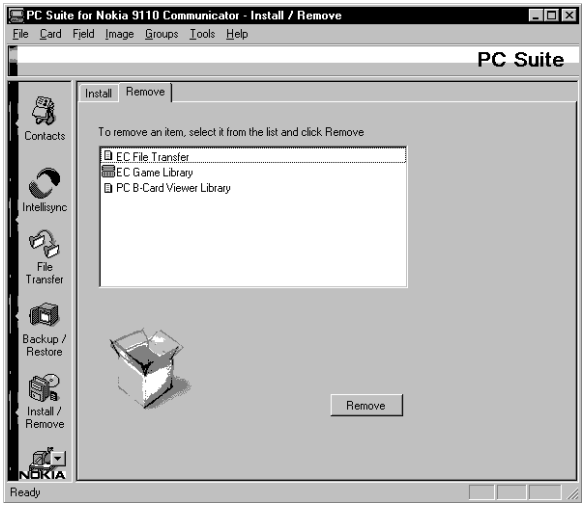


An icon next to each software package shows whether the software is located in your communicator's main memory or on a memory card.

The icon represents software in your communicator's main memory.

Follow these steps to remove a software package from your communicator:

1. Start PC Suite and click the **Install/Remove** icon in the opening screen.



2. Connect your communicator to your PC COM port or establish an infrared connection.

If prompted to do so, enter a name for your communicator.

3. Click on the software you want to remove in the box below.

4. Click the **Remove** button.

Install/Remove Menu Commands

FILE	
Exit	*Exits PC Suite.*

VIEW	
Status Bar	*Toggles status bar on and off.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

OPTIONS	
Desk Stand Button Settings	*Displays desk stand button options.*
Registered Communicators	*Lists the communicators that have been connected and named.*
Preferences	*Displays the Preferences dialogue.*

HELP	
Contents	*Displays on-line Help Contents.*
Commands	*Displays command information.*
Using Help	*Accesses Help for on-line Help.*
About PC Suite	*Displays "About PC Suite" dialogue.*

Chapter 7 : Importing and Exporting Calendar and Contacts Files

The PC Suite Import/Export operations can be used to transfer Calendar and Contacts files between your Nokia 9110 Communicator and your PC.

Topics in this chapter include:

- The Import/Export Commands
- Exporting a Calendar or Contacts File to your PC
- Importing a File from your PC to your Communicator
- Importing a Contacts File
- Import/Export Menu Commands

The Import/Export Commands

The File Transfer functions described in Chapter 4 cannot be used to transfer Calendar and Contacts files between your two system.

The PC Suite Import/Export operations transfer Calendar and Contacts files between your communicator and your PC.

Tip: Communicator Contacts files are compatible, field-for-field, with the Contacts application that is included in PC Suite for Nokia 9110 Communicator. This Import/Export feature is useful as a means of transferring Contacts files between your Nokia 9110 Communicator and PC Contacts application.

Refer to Chapter 1 for information on using the Contacts application.

File Import/Export vs. Intellisync Import/Export

It's important to note how the Import and Export capabilities described here are distinct from the Intellisync Import and Export capabilities described in Chapter 3's **"Importing and Exporting Data"** (Under "Intellisync Special Topics").

Intellisync Import and Export operations transfer field-level data between your communicator and PC. Source records are merged with existing records, and "conflict resolution" is applied when both systems have similar but conflicting data.

PC Suite's File Import/Export functions transfer entire files between your two systems. With one exception (see **Importing a Contacts File** later in this chapter), there is no merging of records or comparison of fields.

Exporting a Calendar or Contacts File to your PC

Before performing an export, be sure to read “Import/Export vs. Intellisync Import/Export” at the beginning of this chapter.

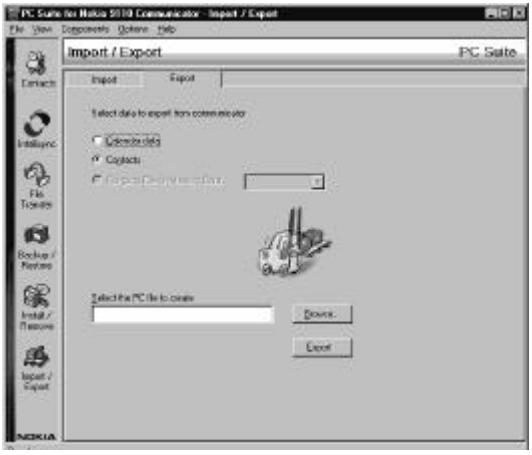
The PC Suite Export function exports Calendar and Contacts files from your communicator to ASCII (.txt) files on your PC.

Contacts files created by this function are compatible with the PC Suite Contacts application. Both Calendar and Contacts files can be read or edited using any text editor.

Follow these steps to export a Calendar or Contacts file from your Nokia 9110 Communicator to your PC.

1. Start PC Suite and click the **Import/Export** icon in the opening screen.
2. Connect your communicator to your PC COM port or establish an infrared connection.

   If you are prompted to do so, enter a name for your communicator.
3. Click the **Export** tab.



4. Choose one of three options: Calendar data; Contacts; Contacts File on Memory Card.

   If you choose the last option, specify the path (location) of the Memory Card Contacts database you want to export.

To avoid making typographical errors, click the **Browse** button and use the file browser to specify file paths.

5. In the text box labelled **Select the PC file to create**, specify the name and path of the PC file you will create. (If you name an existing file, that file is overwritten when you run the Export.)

6. Click the **Export** button to start the operation.

Importing a Calendar or Contacts File from your PC to your Communicator

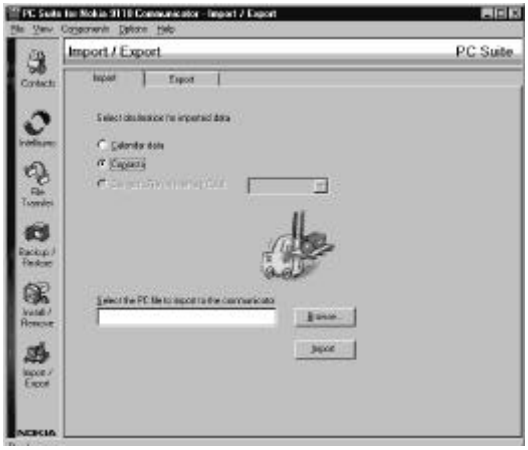
Follow the steps below to import a .txt file to the Calendar or Contacts application on your Nokia 9110 Communicator.

Note: Before performing an import, read "Importing a Contacts File," which follows.

1. Start PC Suite and click the **Import/Export** icon in the opening screen to display the Import tab.
2. Connect your communicator to your PC COM port or establish an infrared connection.

   If prompted to do so, enter a name for your communicator.

This function is primarily useful as a means of transferring Contacts application records to your communicator.



3. Choose one of three options: Calendar; Contacts; Contacts File on Memory Card.

- If you select *Calendar*, the file you specify replaces the Calendar file in your communicator's main memory.
- If you select *Contacts*, the existing Contacts file is updated with records from your PC file.
- If you select *Contacts File on Memory Card*, you must specify a memory card filename. If you name an existing file, the file is updated with records from your PC file.

4. Specify the PC file that you want to transfer to your communicator. To avoid making typographical errors, click the **Browse** button and use the file browser to select the file.
5. Click the **Import** button to start the operation.

Importing a *Contacts* File

This Import function yields the same result as the Contacts application's *Update to Communicator* command.

The **Import** function, when applied to a **Contacts** file, **merges** records from a PC Contacts file into the existing Contacts file in your communicator.

During the merging process, records in your two systems are compared, and records that exist in your PC Contacts file that do not exist in your communicator are transferred to your communicator.

Note that if a record in your PC Contacts file is almost, but not quite identical to a record in your communicator, the record is transferred. This means, for example, that if each of your systems has a Contact card for John Johansen, but the phone numbers in the two cards are different, a *duplicate* card (containing a different phone number) is created in your communicator.

If you want to synchronise the Contact records in your two systems and avoid the possibility of creating "duplicate" records containing conflicting data, use the Intellisync synchronisation function described in Chapter 3.

Import/Export Menu Commands

FILE	
Exit	*Exits PC Suite.*

VIEW	
Status Bar	*Toggles status bar on and off.*

COMPONENTS	
Contacts	*Starts Contacts application component.*
Intellisync	*Accesses Intellisync component.*
File Transfer	*Accesses File Transfer component.*
Backup/Restore	*Accesses Backup/Restore component.*
Install/Remove	*Accesses Install/Remove component.*
Import/Export	*Accesses Import/Export component.*

OPTIONS	
Desk Stand Button Settings	*Displays desk stand button options.*
Registered Communicators	*Lists the communicators that have been connected and named.*
Preferences	*Displays the Preferences dialogue.*

HELP	
Contents	Displays on-line Help Contents.
Commands	Displays command information.
Using Help	Accesses Help for on-line Help.
About PC Suite	Displays “About PC Suite” dialogue.

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